



ROYAL AVIATION MUSEUM OF WESTERN CANADA

Job Title: Part-Time Archivist

Program Stream: Young Canada Works in Heritage Organizations

Job Location: 2088 Wellington Avenue

Hourly Wage: \$16.00/hour, 30 hours/week

Term: 15 week term placement beginning as soon as can be arranged.

The Royal Aviation Museum of Western Canada seeks to honour and commemorate the history of Indigenous Peoples and aviation in Western Canada while engaging with the complex history of travel, trade, and relationships in this place. We are committed to the calls to actions of the Truth and Reconciliation Commission and facilitating a safe space for reconciliation to occur.

The new home of the Royal Aviation Museum of Western Canada is located on Treaty 1 territory, the traditional territory of Anishinabeeg, Cree, Oji-Cree, Dakota, Lakota and Dene Peoples, and the homeland of the Métis Nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Project and Job Objectives

The Royal Aviation Museum's new 86,000 sq. ft facility recently opened on the James A. Richardson International Airport campus in Winnipeg, Manitoba in May 2022. The Museum is a non-profit dedicated to preserving the history of aviation in Western Canada. The new Museum showcases 27 aircraft and many unique aviation artefacts from its collection, presented from a story-driven approach.

The Part-Time Archivist will work under the direction of the Curator and is supported by the collections team. For the past three years the Museums archival collection has been in deep storage while the new Museum was being constructed and has recently moved to our museum site. The Part-Time Archivist will assist in projects related unboxing our collection and setting up a professional archival reading room.

Measurable Outcomes

The Part-Time Archivist will assist the Museum in inventory, evaluation and collections development best practices as it is transitions to the new Museum.

Description of Tasks

- 1) Working under the direction of the Curator to inventory the collection into a pre-established workflow.
- 2) Assist in grant writing to obtain materials needed for proper collections storage.
- 3) Help to develop procedures for the Reading Room following archival best practices.
- 4) Work with the Collections Team in ensuring archival materials are appropriately entered into the Collections Management Database System.
- 5) Noting materials that do not have clear provenance and confirm ownership where possible.

Work Plan

Work will begin as quickly as can be arranged at the RAMWC site located at 2088 Wellington Ave. Some travel to our warehouse site may be required as well. The student will undergo the Museum's onboarding process including HR policy review, introduction to the history of the Museum and its collection, and a tour of the Museum facilities. Their work will be a valuable contribution to the Museum's Project.

Employability Skills (marketable skills):

The student will be working in a Museum environment with professionals in their respective fields such as Museum Management, Conservation, and Archival Management. The student will gain numerous skills that will add to their employability in the field. The student will also be leading volunteers who have an interest in archival management projects.

Archival Management

The student will gain skills in organizing and inventory of archival collections, including skills in using archival workflows to conduct inventories of the collection.

Research

The Student will need to conduct research on both the collection and the collections provenance in order to appropriately link collections with ownership documents.

Communication

Provenance research may require the student to contact the original donor to confirm ownership. Therefore, the student will gain valuable communication and people skills.

Teamwork

The student will be working with museum professionals, volunteers, and community stakeholders to complete projects. An understanding that museum work cannot be done without teamwork is a valuable skill for the workforce.

Candidate Profile

The ideal candidate will be pursuing a degree in Archival Studies and should be familiar with archival cataloguing methods and basic terminology.

Candidates must have good interpersonal skills, advanced computer knowledge using MS Office, including Word, Excel, and Outlook.

To be successful in this role, the candidate must possess: the ability to work both independently and as part of a team; excellent research skills, excellent communication abilities (verbal, non-verbal and written); exceptional client service; adaptability and flexibility to manage shifting priorities; excellent grammar, spelling and creative writing skills and comfort with public speaking and working with museum professionals and volunteers. The intern will be required to obtain a valid vulnerable sector police check. Valid Class 5 Manitoba driver's license and access to a vehicle is preferred.

Note: Funding for this position made possible by Young Canada Works Heritage Organizations. Eligibility parameters exist and can be found here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

How to Apply:

Please submit your Resume and Cover Letter with indication of job title and program stream to hr@royalaviationmuseum.com. Please note only candidates selected for interview will be contacted.

RAMWC strives to provide an inclusive workplace and will provide the same environment for all candidates. We also provide accommodations for candidates who express a need.