UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION

DIVISION AND SECTION: UBC Okanagan Library

REVIEWED: June 2022

LIBRARY POSITION #:

Employee:

CLASSIFICATION: (FACULTY) Librarian

Supervisor: Associate Chief Librarian, Research and Administration

LIBRARY POSITION TITLE: B.C. Regional Digitized History (BCRDH) Metadata and Outreach Archivist (Term)

Human Resources:_____

SUMMARY OF RESPONSIBILITY:

British Columbia Regional Digitized History (BCRDH) is a regional partnership led by the University of British Columbia's Okanagan Campus Library and involving over 40 community memory institutions. The project works collaboratively with partner organizations to improve access to a wide range of local historical resources through digitization. Currently, BCRDH is the parent of two regional aggregate collections: Digitized Okanagan History (2017 - present) and Kootenay/Columbia Digitized History (2019 - present). Together, these aggregate collections represent historical, primary source, and archival materials housed in community heritage institutions throughout the Okanagan, Shuswap, Similkameen, Boundary, West Kootenay, East Kootenay, and Columbia regions of British Columbia's southern interior.

The British Columbia Regional Digitized History (BCRDH) Metadata and Outreach Archivist (Term) will contribute to the coordination, development, and execution of the BCRDH project. The BCRDH project is an integral component of the UBC Okanagan Library's Okanagan Special Collections (OSC) program, which is led by the UBC Okanagan Archivist. The BCRDH Archivist, in close collaboration with the UBC Okanagan Archivist, will help develop and communicate the strategic direction of the British Columbia Regional Digitized History and other similar initiatives and projects as appropriate.

QUALIFICATIONS:

Required:

- A masters-level degree with a specialization or concentration in archival science. Candidates holding MLIS degrees with demonstrable knowledge of archival practices will also be considered.
- Demonstrated knowledge of current archival theory, practices, and archival management systems.
- Demonstrated knowledge of and commitment to equity, diversity and inclusion.

Desired:

- Experience with applying descriptive metadata to archival material with reference to standards and controlled vocabularies including Metadata Object Description Schema (MODS), Dublin Core, Art & Architecture Thesaurus (AAT) and Thesaurus for Graphic Materials (TGM), MARC Genre Terms (MARCGT), and Rules for Archival Description (RAD).

- Working knowledge of applications of metadata in digital repository settings spanning descriptive, administrative, and technical metadata, and including a knowledge of the principles of indexing.

- Working knowledge of rights management and of statutes, regulations, and codes of ethics that inform and affect archival practice, particularly the Canada Copyright Act.

- Experience working with archival material in all formats including digitized documents, photographs, and audiovisual resources.

- Knowledge of the application of principles, tools and frameworks that integrate historical contexts and power imbalances into the generation of digital objects and their metadata including the CARE Principles for Indigenous Data Governance, OCAP, TK Labels, and the ACA's reconciliation framework.

- Experience in grant writing and knowledge of regional, provincial, and federal funding programs relevant to heritage, archives, and digitization.

- Experience in community engagement and outreach.

- Effective interpersonal, presentation, and communications skills.

- A service-oriented approach to archival work.

- A minimum of two years of professional experience in archival work.

WORKING RELATIONSHIPS:

The B.C. Regional Digitized History (BCRDH) Metadata and Outreach Archivist reports to the Associate Chief Librarian, Research and Administration. Collaborates closely with the UBC Okanagan Archivist, who has ongoing responsibility for OSC vision and leadership. Liaises extensively with partner memory institutions involved in the BCRDH project. Participates in the supervision of student employees.

DUTIES:

- Collaboratively manages partner relationships with memory institutions including but not limited to: planning and conducting site visits; negotiating and documenting content recruitment and retrieval; and return of archival material following digitization.

- Creates, derives, reformats, and ensures quality of descriptive metadata according to project standards for all forms of archival material added to BCRDH and compiles spreadsheets for ingest packages.

- With UBC Okanagan Archivist, prepares funding requests, sets strategic goals and budgets, manages operations and prepares any necessary reporting documentation.
- Coordinates the community newspaper digitization initiative, including rights management.
- Liaises with third party vendors as appropriate.
- Participates in student employee recruitment and supervision and oversees the prioritization and assignment of tasks for digitization.
- Participates in the creation and application of technical standards for the project.
- Provides partners with general archival advice as required beyond digitization.
- Participates in relevant committees as needed.
- Participates in the reporting of the impact of the BCRDH project to stakeholders.
- Participates in the design and delivery of communications strategies.
- Participates in the development and dissemination of the BC Regional Digitized History body of knowledge.
- Contributes to the continued development of a library environment and culture that supports and celebrates equity, diversity, and inclusion (EDI).
- Supports EDI by pursuing appropriate professional development opportunities and maintains an awareness of EDI initiatives at the departmental, campus, institutional and provincial level such as but not limited to UBC's Inclusive Action Plan, Indigenous Strategic Plan, and BC Human Rights Code.
- Works to integrate EDI into archival practices, public services, and overall professional practice by working to eliminate institutional and structural systems of oppression and power (such as colonialism, racism, sexism, classism, heterosexism, ableism, and white supremacy).

STANDARDS OF PERFORMANCE:
- Provision of competent, professional archival services.
- Current knowledge of archival practices and procedures and appropriate interpretation of these to colleagues and clients.
- Demonstrates a commitment to EDI and integrates EDI into professional practice through professional education and continuous learning and/or participation in Library or professional EDI-related activities, and application of knowledge to develop equitable, diverse and inclusive services and spaces.
- Effective, co-operative working relationships with support staff, colleagues and management at UBC's Okanagan campus and, more generally, across UBC.
- Flexible, innovative approaches to problem solving.
- Effective focus on important issues and demonstrated ability to balance a multitude of responsibilities.