



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Audiovisual Archivist	
Position Number	Community	Division/Region
71-10038	Yellowknife	Culture and Heritage/HQ

PURPOSE OF THE POSITION

The Audiovisual Archivist is responsible for the management of special media preservation and access and for establishing and implementing institutional policies and procedures relating to the reformatting of special media for preservation and access and supports reference services to the public through the provision of copies of archival records.

The Audiovisual Archivist carries out all activities in accordance with all legislation, professional standards and institutional policies in order to ensure the long-term preservation and accessibility by the public and government to archival holdings.

SCOPE

Located at the Prince of Wales Northern Heritage Centre (PWNHC) in Yellowknife, the Audiovisual Archivist reports to the Territorial Archivist and is responsible for the reformatting of the special media holdings of the Northwest Territories (NWT) Archives. These special media holdings include but are not limited to: photographic prints, negatives and transparencies, oversized textual material, audio and video recordings and motion picture film. This position operates within the scope of the *NWT Archives Act*, *Access to Information and Personal Privacy* legislation and copyright legislation.

The NWT Archives holds special media in trust for the people of the NWT. The Audiovisual Archivist monitors the special media holdings of the archival collection for preservation and provides recommendations to the Territorial Archivist.

The Audiovisual Archivist plays a significant role in ensuring that records of significance to the history of the NWT and its people are protected and made available to the public.



Decisions of the Audiovisual Archivist impact the citizens of the NWT, Indigenous and heritage organizations of the NWT, researchers, Government of the Northwest Territories (GNWT) employees and programs.

The incumbent's work requires a high degree of concentration. Much of the work involves complex procedures that require accurate and consistent equipment operation. The incumbent may have occasional exposure to high frequency sounds while operating digitization equipment and to moldy and dusty materials in the work environment.

The incumbent will sometimes encounter stressful situations while dealing with the members of the public who may have unrealistic demands.

RESPONSIBILITIES

1. Manages and implements NWT Archives special media preservation and access.

- Conducts and facilitates reformatting of photographic, audio, film and video, and oversized textual assets of the NWT Archives to enable access and contribute to their long term preservation.
- Provides advice and implements the technical framework (including technical infrastructure, software tools, metadata schema, data structures, and file formats) related to the digitization of special media records.
- Monitors the condition of special media records held by the NWT Archives.
- Researches and reviews Canadian and international preservation and reformatting standards for all special media.
- Develops and implements policies, technical procedures and institutional standards for reformatting special media held by the NWT Archives.
- Supervises, trains and monitors staff and contractors to ensure institutional standards, policies and procedures are followed.
- Designs, operates and maintains systems for the storage and tracking of digitally reformatted assets.
- Maintains and makes recommendations related to all special media reformatting equipment in accordance with archival standards and equipment manufacturers' specifications.
- Researches and recommends equipment purchases in accordance with archival standards.
- Participates in preventative conservation activities including: environmental controls, integrated pest management and holdings maintenance.
- In consultation with the PWNHC Conservation program, implements preservation guidelines and recommends priorities and objectives of preservation plans.



2. Provides public reference services to holdings

- Provides photographic, audio and video, and oversized textual reproduction services to the public for research, publication, exhibition or broadcast purposes.
- Researches, recommends and implements technologies for the efficient provision of reprographic services.
- Serves the public in the Archives Reading Room.
- Greets members of the public and GNWT staff.
- Conducts interviews with researchers.
- Analyzes complex inquiries and provides expert consultation.
- Assists with identifying appropriate archival information.
- Instructs researchers in the use of archival tools.
- Invigilates the Archives Reading Room.
- Assists researchers with the handling of records, including oversized or awkward records
- Enforces institutional policies on:
 - Proper handling of archival records;
 - *Access to Information and Protection of Privacy Act*;
 - *Archives Act*;
 - Copyright legislation.
- Retrieves archival and library materials for GNWT staff and members of the public.
- Manages the circulation of archival materials required for research.
- Registers research requests and public orders.
- Processes payments (credit or debit card payments).
- Monitors agreements between researchers and the NWT Archives.

3. Arranges and describes recorded information.

- Accessions archival information to established standards.
- Creates finding aids, guides to the holdings and descriptive inventories to established institutional and professional standards.
- Analyzes and develops methods of arrangement based on established archival practice.
- Appraises, selects, arranges, and describes recorded information to appropriate levels.
- Prepares descriptive information for dissemination.

4. Provides public relations and outreach services

- Provides technical advice on reformatting of special media to the public and other heritage/culture institutions upon request.
- Develops technical training modules.
- Travels to communities and works directly with staff of various cultural agencies to provide advice and support on reformatting special media.



- Participates in or leads internal/external meetings, training sessions, task forces and/or committees.
- Researches and contributes to public exhibits of archival materials.
- Delivers tours of the archives to student groups, dignitaries and other interested parties.

5. Provides technical expertise to other Culture and Heritage Division programs

- Responds to staff inquiries relating to reformatting photographs, sound recordings, film and video and oversized textual material.
- Reformats archival records for use in exhibition.

WORKING CONDITIONS

Physical Demands

The incumbent may be required to lift heavy and/or awkward boxes of records and equipment several times daily.

Environmental Conditions

No unusual conditions.

Sensory Demands

Work activities involve a need to use multiple senses in order to determine the condition of records and detect deterioration (eg. vinegar syndrome, mold, etc.)

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of / and or the ability to acquire knowledge and understanding of federal and territorial legislation relevant to the management of information and records including the *Access to Information and Protection of Privacy (ATIPP) Act*, and copyright legislation.
- Knowledge of national and international archival codes of conduct and principles of access.
- Knowledge of photographic and audiovisual recording technologies, current and past.
- Knowledge of analog and digital special media records and supports.
- Knowledge of current archival standards and practices related to the reformatting of special media records.
- Knowledge of archival theories, principles and standard practices.



- Knowledge of preservation of archival materials.
- Knowledge of the proper care and handling of archival materials.
- Knowledge of metadata standards relevant to the archival control of digital collection materials such as EAD, Dublin Core, METS, MODS, and PREMIS.
- Knowledge of digital storage technologies.
- Knowledge of digitization equipment and software, such as Photoshop and Protools.
- Knowledge of photographic and audiovisual playback and digitization equipment.
- Knowledge of the history and geography of the NWT.
- Organizational and time management skills.
- Research and analysis skills.
- Written and verbal communication skills.
- Problem-solving skills and analytical skills.
- Skilled with a diverse range of analog and digital photographic and audiovisual equipment.
- the ability to detect difference in image density, colour and sound.
- Ability to interpret the NWT *Archives Act*
- Ability to set and adjust priorities.
- Ability to work with confidential material; and to maintain client confidentiality.
- Ability to work within a team environment.
- Ability to work, adapt and learn in an environment of changing technology.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Master's Degree program in Archival Studies with a minimum of one (1) year of work experience in an archives setting, and one (1) year of work experience working with the relevant audiovisual tools, technology and digitization standards in an archival repository.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Indigenous language: Select language

- ☐ Required
☐ Preferred