Employment Opportunity

DIRECTOR, ARCHIVES
Archives of the Roman Catholic Archdiocese of Toronto (ARCAT)
1155 Yonge Street, Toronto ON M4T 1W2
Full time, Permanent (35 hours per week)

Overview:
The Archives of the Roman Catholic Archdiocese of Toronto (ARCAT) is seeking a full time Director who is responsible for providing leadership, expertise and management for key functional priorities, including the securing, maintenance and preservation of material in any form which makes up the archival and historical records of the Archdiocese; the maintenance of the confidentiality of the archival holdings; and the establishment of rules and regulations for users of ARCAT. This role is responsible for the development and administration of the Archdiocese of Toronto’s records management program.

This position pays competitively with pension and benefits available after 3 months.

Responsibilities:
- Provide strategic leadership and management of the Archives department
- Acquire, appraise, preserve, arrange and describe collections in accordance with nationally accepted professional standards and best practices, as well as ARCAT’s mandate, mission, policies and procedures
- Provide a basis for scholarly research in keeping with the precepts of Canon Law by creating, maintaining and applying access policies
- Provide advice for Records Management queries and support to Archdiocesan document and information systems initiatives
- Execute forensic records analysis as directed by Archdiocesan officials
- Oversee the security of ARCAT, the preservation of all holdings, as well as the physical maintenance of the department, its equipment and supplies
- Deliver effective reference and public service to Archdiocese of Toronto officials and other users of ARCAT
- Create and deliver effective outreach and education programs related to archives, records management and privacy
- Maintain a thorough and up-to-date understanding of best practices in archives, record management and privacy through relevant professional development activities
- Lead and supervise staff, including hiring, training and evaluating performance
- Manage the annual financial budget for the Archives department
- Provide consultation services to diocesan and religious archives where relevant and as time permits
- Other duties, as required

General Requirements:
- Masters in Archival Sciences, a related degree and/or commensurate experience in the field
• Minimum 8-10 years' experience in an archival environment and possessing knowledge of all aspects of archival work (appraisal, arrangement and description, preservation, reference and public service and outreach) and accepted Canadian standards
• Minimum of 5 years supervisory experience
• Thorough working knowledge of “Rules for Archival Description”
• Demonstrated knowledge of trends, issues and best practices in archives
• Knowledge of Information Systems in relation to archival programs
• Demonstrated knowledge of best practices in record management and preservation practices
• Experience in senior level administration, project planning and budgeting
• Familiarity with privacy legislation and related experience a strong asset
• Excellent oral, written and interpersonal communication skills
• Experience with community engagement and outreach
• Understanding of the structure of the Catholic Church and respect for its tenets and culture
• A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number 2020-03 to: Stephanie Nargoz, Director, Human Resources at hr@archtoronto.org. Deadline for receipt of applications is February 28, 2020. We thank all applicants, however, only those selected for an interview will be contacted.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.