

# Archival Assistant

## Colchester Historeum Museum & Archives

### Temporary, Full Time

Reports to: Archivist

The Archival Assistant is responsible for tending to the daily operations of the Historeum's Archives and providing exceptional customer service to visitors. The Archives Assistant will:

- Assist the public with in-person and remote research inquiries.
- Assist the Archivist with physical processing of archival material (organizing, labeling, and re-housing).
- Make resources more accessible by reorganizing, indexing, etc.
- Contribute to databases used by the Archives such as CollectiveAccess and MemoryNS.
- Create descriptions and finding aids for archive holdings.
- Assist with digitization of archival material.
- Assist the Events Coordinator in research for social media projects and events.
- Collaborate with volunteers and staff on other Historeum projects, as required.

The ideal candidate will have:

- Excellent interpersonal and organizational skills
- Attention to detail
- Strong computer skills (Microsoft Office suite)

Assets:

- Knowledge of Colchester County history
- Ability to read and transcribe cursive writing

\$16.75/35 hours a week

Period of Employment: 8 weeks

Start Date: June 30-August 22, 2026

8-hour shift (1-hour unpaid lunch)

- Day shift
- Tuesday to Saturday
- Evening shift (if required)