



# ST. MARY'S ACADEMY FOUNDATION

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## Career Opportunity: Archivist

St. Mary's Academy (SMA), a Catholic school for girls rooted in the tradition of the Sisters of the Holy Names of Jesus and Mary, is dedicated to nurturing young women in spirit, mind, and body. The SMA Foundation supports the school's mission and works to ensure long-term financial health and sustainability of the Academy.

We are currently seeking an **Archivist** to join our Advancement Department. This is a full-time (37.5 hours per week), term position (15 months) with possibility of extension. The Archivist develops and manages the St. Mary's Academy Heritage Collection and is critical to the preservation and enhancement of the school's rich heritage. This role focuses on preserving, organizing, cataloging, and digitizing historical materials in keeping with archival standards and best practices, as well as improving access to the Collection.

### Key Responsibilities:

- **Archival Management:** Organize, catalog, and preserve archival materials, ensuring best practices.
- **Digitization:** Digitize physical materials and manage digital archives using consistent metadata standards.
- **Preservation:** Implement conservation practices and collaborate with specialists to maintain materials.
- **Data Entry and Records:** Maintain accurate archival records and conduct regular audits.
- **Compliance:** Ensure adherence to archival standards, legal requirements, and privacy laws.
- **Access and Research:** Assist researchers and staff in locating materials and prepare items for displays.
- **Collaboration:** Work with volunteers, the Alumnae Engagement Coordinator, and teaching faculty to enhance community engagement.
- **Reporting:** Prepare reports on usage statistics and preservation efforts.
- **Administrative Support:** Participate in departmental meetings and assist with administrative tasks as needed.

### Qualifications:

- Post-secondary education in archival studies, library science, history, or a related field (or equivalent experience).
- Minimum 2 years of archival experience (including volunteer/internship roles).
- Advanced knowledge of archival principles and standards.
- Proficiency in archival software, databases, and digital preservation tools (asset).
- Strong organizational and research skills with attention to detail.
- Proficiency in Microsoft Office 365 (Excel, Teams, Forms, Outlook).
- Familiarity with privacy laws and ethical record management.
- SMA alumnae standing (asset).

Additional Information: This is a 15-month term position with possibility of extension starting in April 2025. Flexibility in hours may be required for project deadlines.

**To apply, please send your resume and cover letter on or before February 7, 2025 to:**  
**Kate Hodgert-Fennell, Director of Advancement and Development**  
[khodgert-fennell@smamb.ca](mailto:khodgert-fennell@smamb.ca) 204 478 6031

Join us in celebrating SMA's 156-year history and contributing to its legacy for future generations!

*We welcome and encourage all inquiries and interest. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.*