



Position:	Summer Student: Archives Clerk
Reports to:	Director, Marketing and Communications
Position Group:	School Operations
Term:	Summer term: 8 weeks – June-August

Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

STS is seeking a summer student for our Archives Clerk position.

Detailed Job Description

As the Archives Clerk, a large part of your work is related to cataloguing and organizing a large bank of digital photography to make them easily accessible to a variety of users, as well as organizing, cataloguing and preserving archival photography and other archive items/information. Archives may include historical books, papers, as well as photographs, prints, films, tapes, and videos. This job is located at the school.

Core Areas of Responsibility

- Catalogue current digital photography collections.
- Convert archival photography to digital format.
- Manage information and records.
- Advise and support users on how best to access, use and interpret archives.
- Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records.
- Maintain user-friendly, computer-aided search systems.

A diverse community where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.



- Advise on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.
- Create and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
- Organize archival records and develop classification systems to facilitate access to archival materials.
- Prepare archival records, such as document descriptions, to allow easy access to information.

Requirements and Qualifications

- Understanding of photography, specifically converting to digital format and cataloging.
- Inquisitive, patient and curious.
- Methodical and logical.
- Organized, with excellent administrative skills.
- Interested in photography, history, and storytelling.
- Highly IT-literate and digitally savvy.
- Able to work in a team.
- Excellent communicator.
- Able to carry out independent research.
- Forward-thinking, with an ability to anticipate and prepare for future uses of archived information.

Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to careers@sts.ab.ca with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.