

## SURVEY OF ARCHIVISTS' POSITIONS IN CANADA

The last survey published by the Archives Section was in 1963 when a 14-page mimeographed booklet was produced. This publication has long been out of print, and many salary changes and adjustments have been made during the intervening four years. For that reason, the Section circulated a standard form to most institutions employing professional archivists and, while some have not responded, the co-operation generally has been good.

The same format as the 1963 booklet is used here and, unless otherwise stated, details about duties and qualifications are unchanged.

### **CANADA: Public Archives of Canada, Ottawa.**

**Staff** - 54 full time.

**Duties and Qualifications** - The entire Civil Service is being converted to a new classification scheme. Entrance requirements are now a minimum of BA honors in history and a good knowledge of Canadian and related North American history. Canadian citizenship and veteran's preference.

**Salaries** - Archivist 1, \$5400 to \$7860, with annual increments of \$60; Archivist 2, \$7002 to \$8240; Archivist 3, \$8379 to \$9579; Archivist 4, \$9601 to \$10,815; and Archivist 5, \$11,131 to \$12,978.

**Vacancies** - Three actual and five potential.

### **BRITISH COLUMBIA: Provincial Archives of British Columbia, Victoria, B.C.**

**Salaries:** - Archivist 1, \$450 to \$550; Archivist 2, \$510 to \$610; Archivist 3, \$550 to \$660; and Archivist 4, \$590 to \$720.

### **ALBERTA: Provincial Archives of Alberta, 10158 - 103 St., Edmonton, Alberta.**

**Staff** - 4 full time.

**Archives Director**, \$9,420 to \$11,940.

**Duties and Qualifications** - Supervision of the Provincial Archives within the Provincial Museum and Archives Branch. M.A. diploma in archives administration and extensive related experience.

**Archivist 2**, \$7500 to \$9420.

**Duties and Qualifications** - In charge of the Museum and Archives library and cataloguing of the photographic collections. B.A. and related experience, with a Degree in Library Science and library experience an advantage.

**Archivist 1**, \$5940 to \$8220.

**Duties and Qualifications** - Arranges inventories and indexes, public records and private manuscripts under direction of the Provincial Archivist. B.A., preferably in History, with some related experience an advantage.

**Archives Technician 2**, \$5460 to \$6840.

**Duties and Qualifications** - Undertakes all reprographic and photographic services, especially microfilming of collections. Grade 12, with qualifications and experience in reprography and photography.

### **SASKATCHEWAN: Saskatchewan Archives Board, Legislative Buildings, Regina, and University of Saskatche- wan, Saskatoon.**

**Staff** - 5 full time.

**Provincial Archivist.** Salary equated with Associate Professor,

University of Saskatchewan, minimum \$11,500.

**Duties and Qualifications** - To administer the program approved by the Board in preserving the public records of the province and collecting relevant private historical materials. M.A. in history of political science and experience in archives work.

**Assistant Provincial Archivist.** Salary equated with Assistant Professor, University of Saskatchewan, minimum \$8,200.

**Duties and Qualifications** - To assist the Provincial Archivist and, under his direction, to be in charge of all activities of the Archives office in Saskatoon. BA honors in history or political science and experience in archives work.

**Archival Assistant 2.** \$7400 to \$8400, with annual increments of \$200.

**Duties and Qualifications** - Normal duties associated with an archival institution, including selection, arrangement, cataloguing of accessions, handling of enquiries, public records' scheduling, editorial work in connection with publications, all requiring a marked degree of responsibility, judgment and independence of action. University graduate, preferably honors in history or related social sciences, and experience related to the work.

**Archival Assistant 1.** \$6200 to \$7200, with annual increments of \$200.

**Duties and Qualifications** - Normal duties associated with an archival institution, carried out with a large degree of independence but subject to considerable supervision. University graduate with major work in history or related social science, and at least one year's experience.

**ONTARIO: Archives Section, Douglas Library, Queen's University, Kingston, Ont.**

**Librarian 3 (Archivist).** \$7400 minimum.

**Duties** - To supervise, operate, collect and arrange materials in university archives. The position is now under review.

**Vacancies** - Probably an Assistant Archivist and a subprofessional assistant with a BA in History or Political Science.

**QUEBEC: Archives du Quebec, Edifice du Musee, Parc des Champs de Bataille, Quebec.**

**Staff** - 21 full time, 4 part time in summer.

**Director.** \$12,400.

**Qualifications** - Doctorate in history and at least 10 years' experience.

**Grade 2 Group.** \$7600 to \$10,200.

**Qualifications** - Chief of section. Diploma of higher studies in History, and at least 5 years' experience.

**Grade 3 Group.** \$5900 to \$8150.

**Qualifications** - MA in History, no previous experience. This is the working level and four archivists are within this Grade.

**Preference.** Excellent knowledge of French, some knowledge of English. Experience may compensate for academic deficiencies.

**QUEBEC: Service de l'Etat Civil et des Archives, Palais de Justice, Montreal, P.Q.**

**Personnel** - 40 employés.

**Traitements** - Grades 7 à 17 du Service civil du Québec, \$3,200 à \$5,600 pour dactylos, sténos-dactylos, préposées aux index, classificatrices, surveillants, etc. Il y aurait une majoration de 10 à 15%.

**NEW BRUNSWICK: The New Brunswick Museum, 277 Douglas Ave.,  
St. John, N.B.**

**Staff** - 2 full time, 2 part time.

**Curator.** \$6636 to \$8076, to become \$7692 to \$9348 on Sept. 1, 1967.

**Duties and Qualifications** - The archives forms part of the museum's Dept. of Canadian History and the Curator of the department serves as Archivist. M.A. in Canadian history is desirable.

**Assistant Archivist.** \$3684 to \$4476.

**Duties and Qualifications** - Under supervision, the appraising, accessioning and classifying of archival material; aiding researchers and providing information from or about records; undertaking some research for the museum section; assisting in the preservation of records; and supervising junior staff. B.A. and knowledge of New Brunswick history, aptitude for research.

**Indexer.** \$1.75 per hour on approximately half time basis.

**Duties and Qualifications** - Indexing of archival material, typing and filing cards, and aid to researchers. Junior matriculation, typing, filing, aptitude for research.

**Cataloguer.** \$1.75 per hour on approximately half time basis.

**Duties and Qualifications** - Sorting, arranging, listing and shelving documents; cataloguing and related work. Ability to perform such duties under supervision.

**NOVA SCOTIA: Public Archives of Nova Scotia, Coburg Road,  
Halifax.**

**Staff** - 7 full time.

**Research Assistant 1.** \$4,050 - \$4980.

**Duties and Qualifications** - Under supervision, to perform normal archival duties such as sorting, classifying, research, preparing of guides, etc. University graduate, preferably in History, with experience in historical research.

**Research Assistant 2.** \$4350 to \$5880.

**Duties and Qualifications** - Duties similar to Grade 1, but with less supervision and more responsibility. Qualification similar to Grade 1, but experience in archival work required.

**Research Assistant 3.** \$5100 to \$6900.

**Duties and Qualifications** - Similar to Grades 1 and 2, but with the ability and responsibility for the training and supervising of junior staff.

**Assistant Archivist.** \$5760 to \$7740.

**Duties** - Similar to Grade 3, plus supervision of the preparation of displays and exhibits of archival material; responsibility for correspondence; and training subordinates in the procedures and practices of archival administration.

**Qualifications** - MA degree in History or Political Science, thorough knowledge of Canadian and Nova Scotia history and of archival administration, as well as considerable experience in archival work.

**PRINCE EDWARD ISLAND: Public Archives of P.E.I., Box 1000,  
Charlottetown, P.E.I.**

**Staff** - 2 full time.

**Provincial Archivist,** \$8,000 to \$10,000

**Qualifications** - Minimum of undergraduate degree, plus at least three years' experience in archival work; administrative ability and the ability to deal with government departments and the public.