



We're hiring!



Archival Technician

Research and Collections

ME-03 - \$58,980 to \$70,901 per year

Temporary Full-time position (37.5 hours per week) from January until July 2027

Work Location : Natural Heritage Campus (NHC) - Gatineau, QC

Selection process number: 2090-CMN-26-OC-060

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. women, visible minorities, Indigenous peoples, persons with disabilities, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

The Canadian Museum Library and Archives is located at the Museum's Natural Heritage Campus. The Archives hold approximately 1.5 kilometers of shelf space of unpublished documents, mostly institutional records. The institutional records offer insight into the past and present activities of our exhibitions, research, collections, and administration — they tell us stories about field trips, discoveries, exhibitions, our natural world, and more.

The Archival Technician will be responsible for the arrangement and description of the Paleobiology archives. These archives contain manuscripts, correspondence, field notebooks, photographs, and other records that document the research, activities, and discoveries of past researchers and curators within the Paleobiology Division. The Archival Technician will improve access to these archival holdings by creating and publishing digital finding aids to support research and public discovery.

Under the supervision of the Archivist, the Archival Technician will:

- Process archival materials (rehousing, filing and labelling);
- Review and structure the archival series and files levels for the fonds;
- Create standardized descriptive catalogue records in accordance with the Rules for Archival Description (RAD) using Microsoft Excel and AtoM software;
- Digitize and integrate the digitized materials into the institutional digital repository;
- Collaborate with researchers, staff, and volunteers in an interdisciplinary work environment.

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below. Candidates must be legally entitled to work in Canada.



Education and training:

Completion of post-secondary education in the field of Archival or Library Science or a related discipline, or an equivalent combination of education and experience.

Language requirements:

French or English

Bilingualism is considered an asset

Experience:

- Minimum 1 year of recent work experience in an archival workplace.
- Experience in applying archival principles, rules, and standards, e.g. RAD (Rules of Archival Description).
- Experience in processing, describing, preserving, conservating and insuring accessibility of archival records and special collections objects.
- Experience with receiving and processing requests for archival materials from internal and external clients.
- Experience with archival and data management systems and working in a highly computerized workplace, e.g. AtoM or Archivera
- Experience organizing and carrying out historic or archival research projects.
- Experience with digitization which includes scanning, photographing and working with different models of digitization equipment.

Interested? [APPLY!](#)

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodation you may require. This information will be treated as confidential.

The Statement of Qualifications, providing greater detail about the skills, knowledge and aptitudes needed for this role, can be obtained by contacting the Museum at competition@nature.ca.

All candidates must submit a cover letter and curriculum vitae outlining how their experience and training meet the requirements listed above.

Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.

CLOSING DATE : October 29th, 2026

Canada