

**JOB POSTER**  
**POSITION: ARCHIVAL RESEARCH ASSISTANT**

An opportunity to work at a state-of-the-art archival facility, a repository for private sector records and municipal records for the Municipality of Argyle, located in Tusket.

The Municipality of Argyle seeks an energetic, motivated and career-minded person to fill the permanent part-time position of Archival Research Assistant, to work at the Argyle Township Court House Archives (ATCHA).

**Responsibilities:** Research and reference services; support of archival functions for municipal records and private sector records; technical support for meetings and events; member services and associated administrative duties.

**Qualifications:** The candidate should have a post-secondary degree in business administration, information studies, related fields or equivalent. They should have at least two years' experience working with the public, and at least one year's experience conducting research, with experience in genealogical research considered an asset. The candidate should be customer service-minded, detail-oriented and should possess excellent written and oral communication skills in English. Bilingual (French) is an asset. The candidate should also possess excellent computer skills, be a proficient typist with accuracy and be able to read cursive writing. Previous experience working in a museum, archives, or similar organization is considered an asset.

A detailed job description is available upon request.

This is a permanent part-time position for the Municipality of Argyle, 3 days (21 hours) per week. The salary will depend on experience and education levels and shall be in accordance with the Municipal salary range for this position.

The Municipality of Argyle is an equal opportunity employer. The Municipality of Argyle is committed to the principles of the Accessibility and of the Equity and Anti Racism Acts. As such, we strive to make our recruitment, assessment, and selection process as inclusive as possible and provide accommodation as required for applicants with disabilities or other specialized needs.

**To apply, please send a cover letter and résumé to:**

ATTN: Judy Frotten, Heritage Development Officer  
Argyle Township Court House & Archives  
8162 Hwy 3, P.O. Box 101  
Tusket, NS B0W 3M0  
Email: [jfrotten@argylecourthouse.com](mailto:jfrotten@argylecourthouse.com)  
Website: [www.argylecourthouse.com](http://www.argylecourthouse.com)  
Phone: 902-648-2493



**The deadline to apply is Thursday, April 24, 2025, at 4:00pm.**