

Virtual History Collection INTERN – 2018 – Posting #14142

GENERAL INFORMATION

Job Title: Virtual History Collection Intern

Job Site: Hamilton Public Library, Central Branch – Digital Technology Services,
55 York Blvd. Hamilton, ON L8R 3K1

Duration: 420 Hours

Start date: July 11, 2018

End date: Flexible

Language(s) of work: English

\$32.49 hourly rate

35 hour work week

Please apply on or before Friday, June 22nd, 2018

Please visit www.hpl.ca and proceed to job opportunities to apply through City of Hamilton recruiting site.

Interviews will be conducted starting the week of June 26st, 2018

JOB SUMMARY:

The Hamilton Public Library is looking for an innovative professional with strong coding skills to work on a project that would bring to life some of Hamilton's rich history in our Local History and Archives collection through new Virtual Reality Tools.

Reporting to the Manager, Digital Technology Services; Provides Services to Virtualize parts of Local History and Archives Collection to make it accessible in different formats to the Hamilton community and other communities. The tasks include coding and 3D imaging for selected collections; development of documentation for process. Use of technology is required to perform job duties.

JOB DUTIES:

- Work with the Digital Technology Services and Local History and Archives department to select archiving collections that could be used to create virtual tools.
- Work with Internal Departments to scan, image, index and organize the Historic Collections selected for Virtualization.
- Use virtualization equipment and software to make the collection virtual. Work with Digital Technology Services on creating a procedure to add future virtualized collections.

- 3D design/modeling may be needed to transform the selected collection into a virtual reality product to be accessed through virtual tools and solutions.
- Coding to transform the collection to a virtual reality collection from the scanned documents, videos and images. Create a framework/code template for future virtualized collections.
- Follows established guidelines to report and resolve problems; escalates complex problems to other staff; contacts Digital Technology Assistants or Manager Digital Services for direction as appropriate.
- Follows established guidelines and coordinate / work with other teams from the library from the Local History and Archives, Tech Services and Children and Youth Services departments as appropriate
- Develops training and documentation materials; uses technical documentation provided by a qualified staff member (i.e. analyst or Librarian – as determined by the employer) to develop simple procedures
- Attends and participates in relevant meetings and provides administrative support.
- Writes, updates and evaluates manuals and procedures; maintains and updates procedures related to job duties; forwards for approval
- Writes reports; completes questionnaires; composes correspondence; collects data; compiles statistics
- Oversees and coordinates surveys such as information statistics and use counts
- Attends training sessions and staff meetings
- Performs other duties as assigned that are directly related to the major responsibilities of the job

QUALIFICATIONS:

Educational Requirements:

- Bachelor's Degree from an accredited university.
- Library Science degree or in progress is preferred
- Computer Science courses or degree is preferred

Experience:

- 1 year recent experience on imaging, indexing and documents conversion is preferred
- Advanced knowledge of coding with more than 1 year experience preferred.
- Experience working with virtualization tools/equipment/software is preferred.
- Excellent interpersonal skills, written and oral communication as well as organizational and attention to detail
- Demonstrated ability to work independently and cooperatively as part of a team

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ELIGIBILITY CRITERIA:

You are eligible if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada; **Note:** Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week**) while employed with this program;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- are not receiving Employment Insurance (EI) benefits while employed with YCW;
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's [Youth Employment Strategy](#).

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace. The incumbent will be required to provide a recent Police Vulnerable Sector Check (dated within the last 12 months).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources. We appreciate your interest, however, only those selected for an interview will be notified

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof