

**YCW ARCHIVES INTERN
JOB DESCRIPTION 2019**

GENERAL INFORMATION:

Job Title: Archives Intern
Job Site: Hamilton Public Library, Central Branch – Local History & Archives
55 York Blvd. Hamilton, ON L8R 3K1
Duration: 4 months (16 weeks)
Start date: Monday, November 4th, 2019
End date: Friday, February 21st, 2020
Language(s) of work: English
\$33.846 hourly rate
35-hour work week

Please apply on or before Wednesday September 18th

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 Monday, September 23rd

JOB SUMMARY:

Under the direction of the Manager, Local History & Archives and working directly with the Archivist, Metadata and Cataloguing Librarians responsible for archival metadata and the Local History & Archives Department, the Archives Intern will assist with the arranging and describing of two recent acquisitions.

Local History & Archives (LH&A) exists to collect and provides access to documentary heritage that makes a significant contribution to an understanding of the development of the City, its natural and built environment, its culture and the people who lived, worked, and had an impact upon the Hamilton area. The Hamilton Public Library (HPL) continues to actively engage the Hamilton community to address gaps in the LH&A collection and expand access to historical materials related to the City of Hamilton.

JOB DUTIES:

- Arranging and describing archival records in all formats in accordance with current standards as well as the preparation and maintenance of finding aids;
- Working with the donors to conduct research related to the history of the organizations in Hamilton;
- Assisting with curating Local History & Archives holdings for displays both digital & physical display including digitization and metadata;
- Assisting with the promotion and public launch of the collections including the digitization and migration of content into AtoM;

- Provide information services; conduct reference interviews; develop search strategies; recommend appropriate materials and formats;
- Writes, updates and evaluates manuals and procedures; writes reports; composes correspondence; compiles and analyzes statistics; inputs and retrieves data;
- Understanding of current copyright legislation as it pertains to archival material in all formats

QUALIFICATIONS:

The ideal candidate will possess the following qualifications of education, experience and skills:

- Master's Degree in Archival Studies (MAS) or Library and Information Studies (MLIS, MIS or MI) from an ALA accredited institution
- Knowledge and understanding of current Archival principles, systems and practices
- Familiarity with Archival Management and Digital Preservation Software such as AtoM and Archivematica
- Knowledge of existing and emerging standards related to archives, metadata, digital records, digital preservation and records preservation theory and methodology
- Knowledge of and practical experience in creating descriptions using archival descriptive standards including the Canadian Rules for Archival Description (RAD)
- Excellent working knowledge and experience of computer applications including word processing, spreadsheet and presentation software, online databases, Internet browsers, software applications for website creation and maintenance, information sharing technology and digitizing information
- Knowledge of historical and genealogical research methods, conservation techniques and preservation
- Interest in the history and culture of Hamilton, Ontario is an asset
- Strong research, analytical and problem-solving skills
- 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

YOUNG CANADA WORKS BUILDING CAREERS IN HERITAGE GRANT

ELIGIBILITY CRITERIA:

You are eligible if you:

- are a Canadian citizen or a permanent resident or have refugee status in Canada (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 the 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 the program; and
- 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 Criminal Record and Judicial Matters 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