



Freedom to Belong and Discover

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Please send application to recruit@hpl.ca on or before 11:59pm on date of application closing. Please quote job title, department or location, and position number.

JOB TITLE:	Collections and Digital Access Specialist (Internship)
PAY BAND:	Grade G (\$41.997 to \$49.408 hourly)
POSITION STATUS:	Temporary, Full-Time
VACANCY STATUS:	New Position
POSITION #:	147893
LOCATION:	Local History and Archives, Central Library Branch (Travel to and from Library branches may be required)
START DATE:	April 1, 2026 – March 31, 2027
SCHEDULE:	35 hours per week, some evening and weekend work as required

JOB SUMMARY:

Under the direction of the Manager, Local History & Archives and working directly with the Exhibition & Outreach Coordinator, Archivist, Digitization Technician and the Local History & Archives Department, the Collections and Digital Access Specialist will support the implementation of a new digital preservation system. They will also assist with records management and collections management projects and workflows. This role offers an opportunity to work with cutting-edge technology and contribute to the enhancement of digital preservation and public access.

Local History & Archives (LHA) collects 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.

JOB DUTIES:

- Supporting the implementation, migration and on-going operations of a new digital preservation system
- Researching and recommending digital preservation methodologies, best practices and tools while documenting existing and new workflows
- Providing advice and assistance towards the long-term preservation of digital content
- Assisting with the promotion and public access to records through the review and migration of archival descriptions
- Supporting the migration of departmental records including critical collections management and donor files
- Providing information services; conducting reference interviews; developing search strategies; recommending appropriate materials and formats
- Writing, updating and evaluating manuals and procedures; training staff; writing reports; composes correspondence; compiles and analyzes statistics; inputs and retrieves data
- Understanding of current copyright legislation as it pertains to archival material

MINIMUM QUALIFICATIONS:

- Master's Degree in Archival Studies (MAS) or Library/Information Studies (MLIS, MIS or MI) with a focus in Archives, Records Management or Information Systems and Design from an ALA accredited institution.
- Additional certification preferred in Records Management, Digital Preservation, Digital Archives Management, or equivalent training based on the Open Archival Information Systems (OAIS) reference model.
- Knowledge of OAIS, PREMIS, DPC RAM and NDSA Levels of Preservation
- Demonstrated experience working with archival material in all formats, especially born-digital and digitized objects in both current and obsolete digital formats.
- Knowledge and understanding of current digital preservation principles and practices
- Knowledge and understanding of current Archival principles, systems and practices
- Knowledge of existing and emerging standards related to archives, metadata, digital records, digital preservation and records preservation theory and methodology
- Familiarity with Archival Management and Digital Preservation Software such as Atom, ArchivesSpace, Preservica, or Archivematica
- Knowledge of and practical experience in creating descriptions using archival descriptive standards including the Canadian Rules for Archival Description (RAD)
- 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

This position is funded in part through [Young Canada Works \(YCW\) at Building Careers in Heritage \(BCH\)](#), and all applicants must be registered in the YCW candidate pool and meet the current YCW BCH eligibility criteria. An individual may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are 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 unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

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.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof. Please note that Artificial Intelligence (AI) may be used during the initial screening and recruitment process to assess and/or select candidates for recruitment and selection.

Applicants who are successful for a position will have a maximum of **72 hours** to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

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