

**SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES INTERN
UNIVERSITY OF VICTORIA LIBRARIES**

The University of Victoria Special Collections and University Archives is seeking a dynamic, self-motivated individual with experience and skills in archival arrangement, description, and physical and digital outreach for the position of SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES INTERN as part of the YCW Building Careers in Heritage internship program.

The duration of the position is for approximately seven months, from September 9, 2024 - March 28, 2025. The rate of pay, in accordance with the recommended rate at the University of Victoria, is \$31.49/hr (+ 4% vacation pay). English fluency is essential; and although French and proficiency in any other languages is not required, it will be considered an asset.

Located on the traditional territories of the Lekwungen peoples and on the traditional lands of the Songhees, Esquimalt and W̱SÁNEĆ peoples, the University of Victoria Libraries has a mandate to support the university's strategic directions in research, teaching, and community engagement. The University of Victoria Special Collections and University Archives preserves and provides public access to: the University of Victoria's historical records; the private archives of people and organizations relating to the University of Victoria community; archival holdings supporting a variety of areas including anarchist studies, art and architecture, environmental studies, literature, Indigenous studies, medieval studies, gender studies, and military history as well as rare book, periodical, ephemera and object collections.

There are a number of archival fonds and collections which require further processing, including archival arrangement and description - including materials related to Indigenous peoples, literature, and visual arts, as well as the papers of faculty members. There are also opportunities to support virtual and physical outreach of rare and unique collections, as well as objects-based learning and instruction.

Under the supervision of the Director of Special Collections & University Archivist or delegate, the successful intern will assist with processing archives and participate in outreach initiatives at the University of Victoria Libraries.

Tasks include, but are not limited to:

- arranging and describing fonds and collections, with priority on Indigenous fonds and collections, should the successful applicant have knowledge and experience working with Indigenous materials; work may include redescription and addressing under-described fonds and collections; and assisting in managing born digital materials;
- creating finding aids using software such as Access-to-Memory (A-to-M); creation of metadata for digital objects;
- curating physical and online exhibitions including selecting materials and writing descriptive labels;
- working closely with the Special Collections and University Archives staff to plan, design, build and support outreach initiatives related to the collections.

In addition to meeting the YCW eligibility criteria, our ideal candidate for the internship should have these qualifications:

- have graduated with an MAS or an MI or MLIS, with a concentration in archival studies, from a Canadian postsecondary institution; a combination of another graduate degree and archival experience may be considered
- have awareness of, and experience with, standards and best practices used for processing archival collections, including Rules for Archival Description; experience working with archives in Canadian heritage/memory institution (archives, library, museum, historical society), is an asset;
- have proficiency with a variety of software and technologies, including: Windows operating systems, Microsoft Office, and Sharepoint;
- be able to work both collaboratively and independently
- have knowledge, or experience (preferred) with archival description databases (such as Access to Memory) and digital;
- exhibition software (such as Omeka or Spotlight);
- have knowledge of digital preservation standards and best practices such as OAIS;
- ability to communicate effectively orally and in writing;
- be comfortable interacting with the public

An individual may be eligible for a YCW internship 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;
- 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 and 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;
- 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 University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all gender orientations, and others who may contribute to the further diversification of the University.

Applications will be accepted on a continuing and ongoing basis until a suitable candidate is found. Interviews will be arranged either in person, by telephone, or remotely. We will ensure internship eligibility by asking interviewees a checklist of questions in accordance with the eligibility criteria as listed on the YCW website.

Interested candidates are asked to apply by email with a cover letter and resume (as a single PDF file) to:

Ms. Lara Wilson

Director of Special Collections & University Archivist University of Victoria Archives
Lower Level Mearns Centre for Learning, McPherson Library, Room A005
Email: ljwilson@uvic.ca

Please note that while we appreciate all applications received, only those selected for an interview will be contacted.