

Position Title: Community Archives Intern (paid)

Organization: VIVO Media Arts Centre, Crista Dahl Media Library and Archive

Duration: January 5, 2026 – June 30, 2026

Position Summary

This internship is with VIVO Media Arts Centre, an artist-run, non-profit established in 1973. VIVO operates on the stolen and unceded territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliwətaʔ (Tsleil-Waututh) Nations. Students will be working with the Archive Manager and community archivist, Karen Knights, and Lead Archivist Syr Reifsteck, M.A.S./M.L.I.S.

This position is a paid internship funded through the Faculty Organizing for Community Archives Support (FOCAS) project. FOCAS is a collaboration with faculty from nine universities in the U.S. and Canada, funded by the Mellon Foundation's Public Knowledge Program, to support paid internships at community archives. The project also supports curricular development, directly funds community archives for their services and expertise, and funds student participation in conferences and professional associations. The successful applicant(s) may also participate in FOCAS/UBC initiatives and may have the option to attend and present at professional conferences. The applicant(s) will attend regular meetings with the FOCAS/UBC research team, including interns working at other community archives sites.

About VIVO's Archive

VIVO's Crista Dahl Media Library & Archive (CDMLA) houses a significant repository of media by artists, activists, and independent producers. This community archive spans over 53 years of media production, reflecting the history of video and media art in Canada and abroad, as well as social and political movements. The collection includes media (video, film, audio, photographic materials), publications, legacy video technology, artists & activists files, the operational records of the Satellite Video Exchange Society (legal name), and Special Collections of media artists, artist-run centres, media organizations, ad-hoc cultural and activist groups, cultural organizations, community television, government agencies, and other artistic disciplines.

Objectives of the Internship focus around the following types of knowledge- and skill-development:

- What do acquisition, appraisal, arrangement, description, preservation and access feel like, look like at VIVO? What has it looked like?
- Exploring the relationship between fonds, collections, and records management in a community-based organization
- “Good enough” // prioritization practices
- The role of database design, arrangement, metadata and technology in managed the CDMLA and collaborating across time/space with volunteers, staff, creators/contributors and other community members and organizations
- Relationships, ethics, copyright

Practices and Activities

- Processing and re-processing materials in preparation for future arrangement and description
- Training mini-workshops, structured along above archival competencies, exploring below throughout
 - The application of archival frameworks, training and ethics in the context of community archives and VIVO specifically
 - Using VIVO’s collection management software, Collective Access, to describe and facilitate access internally and externally to the collections
 - The role of policies and procedures in navigating distributed ownership and processing in VIVO’s context
 - Participatory description, community provenance, repatriation/rematriation, decision making, accessibility for users/staff/volunteers

The successful applicant(s) will be hired to work 10-12 hours per week, up to 300 hours. The pay rate is \$37/hour plus applicable benefits.

Successful applicants will be enrolled in the Master of Archival Studies program or Dual Master of Archival Studies and Master of Library and Information Studies program and have completed the MAS core. Preference is given to students who have also completed ARST 535 – Personal and Community Archives or are able to demonstrate some foundation and grounding in community archives scholarship and/or practice.

To apply, please submit a CV and cover letter to Karen Knights (see VIVO contact below) and cc Jennifer Douglas (jen.douglas@ubc.ca) by Thursday, November 27, end of day.

Questions? Contact Jennifer Douglas, jen.douglas@ubc.ca

VIVO Contact:

Karen Knights, Archive Manager

Crista Dahl Media Library and Archive

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