

## **SUMMER ARCHIVE INTERN – DIGITIZATION and OTHER PROJECTS**

Applicants will be considered for interviews based on the information provided in their application to the Oakville Historical Society, including a current resume and cover letter. We thank all applicants for their interest, however only those under consideration will be contacted. This position is being offered on a temporary basis working approximately 35 hours per week (negotiable) for the summer, starting in May, 2019. Actual dates are negotiable. Submit your applications to [information@oakvillehistory.org](mailto:information@oakvillehistory.org)

### **ORGANIZATION DESCRIPTION**

The Oakville Historical Society is a community-based, volunteer organization that preserves and promotes the historical heritage of the Town of Oakville, Ontario. The Society was founded in 1953 and has an extensive collection covering various aspects of the history of Oakville and the former Trafalgar Township. The collections include original documents, pictures, newspapers, maps, albums, ephemera, letters, diaries and a library of approximately 1,500 volumes. Visit [www.oakvillehistory.org](http://www.oakvillehistory.org) our website to gain an appreciation of our photo collection and other activities of the Society.

### **PURPOSE OF THE POSITION**

The Society is undertaking a project to complete our project to digitize, catalogue and publish on line more historic photographs in our collection. We are using the industry standard Past Perfect Museum Management software program. Training will be provided.

We are also undertaking a similar, new initiative on our documentary archives this summer. Further, we are looking to create virtual exhibits that support the Society in the community. We are seeking an Archive Intern to assist with this project through the summer of 2019.

### **PREFERRED BACKGROUND**

Applicants should be enrolled in, or working towards, a college or university program in museum or archival studies or a related program in the area of history and culture studies. The position will be of particular interest to those looking to gain work experience in collections management, digital cataloguing, museum management software programs, and virtual exhibits. Previous work experience in a volunteer heritage organization would be an asset. Applicants should be computer literate, including digital imaging and data management. Direct experience with museum management software, while helpful, is not required. This position requires the ability to work independently and in a thorough and methodical manner.

### **DUTIES**

The Archive Intern will be responsible for organizing, maintaining and assisting our Archivist with the Society's physical photograph and document collections: cataloguing; digitizing; storing; researching; and displaying heritage photos and heritage documents and creating the online registry. The incumbent(s) will work under the general direction of a supervisor and together with volunteers.

### **WORKING CONDITIONS**

The successful applicant will be required to work on site at the Oakville Historical Society offices in Oakville.

To be eligible to apply for a summer student position, you must meet the following criteria:

- Legally entitled to work in Canada as a student
- Have the intention of returning to school in the next academic year
- In possession of a Social Insurance Number at time of hire