**Summer Employment Opportunity**

**Arnprior & McNab/Braeside Archives**

**Job Title:** Assistant Archivist

**Location:** Lower Level, Arnprior Public Library, 21 Madawaska St. Arnprior ON

**Employment Terms:** Opportunity through Canada Summer Jobs. 35 hours per week for 8 weeks (time may be extended). The rate of pay is $14.00/hour. The start date is in June.

**Description of Work Tasks and Responsibilities:**

The Arnprior & McNab/Braeside Archives identifies, collects and makes available the records related to the history of the Town of Arnprior and the Township of McNab/Braeside. View our website here: [www.adarchives.org](http://www.adarchives.org)

The Assistant Archivist’s main activities will be processing municipal records that are currently being acquired, including deciding what should be kept, and arranging and describing the collection according to the Rules for Archival Description.

Additionally, the successful candidate would work to expand our presence on social media, including providing updates on Facebook and Twitter, adding items to Wikipedia, and researching other media outlets.

The successful candidate will also assist the archivist in her day-to-day duties on an as-needed basis. This includes scanning photographs, working with the Inmagic database and helping researchers.

The successful candidate will gain valuable skills in archival description at the municipal level and learn what it entails to work in a small community archives.

**Required Qualifications:**

* Must be between 15 and 30 years of age, legally entitled to work in Ontario, and a Canadian Citizen or permanent resident
* Either a recent graduate in Archival Studies, Museum Studies, History or similar program OR a student working towards a degree or certificate in one of the above programs. If not an archival student or graduate, completion of a foundational course in archival theory and practice is necessary.
* Strong computer skills, including working knowledge of Microsoft Office
* Attention to detail
* Ability to work independently
* Strong writing and research skills

**The following skills and experience are desired and would be considered assets:**

* Experience working with municipal records
* Utilization of social media (Facebook and Twitter) in an organizational setting
* Experience working in an archives or museum
* Familiarity with Ottawa Valley history

**Deadline:** Friday May 31, 2019

**How to apply:** Please mail or email a cover letter and resume to:

Emma Carey, Arnprior & McNab/Braeside Archives

21 Madawaska Street, Arnprior ON K7S 3T5 adarchives@hotmail.com