



245 Avery Drive, Espanola, ON P5E 1S4
Ph. (705) 869-2940 Fax (705) 869-6463
E-mail: library@espanola.ca
Website: www.espanola.ca/services/library

Digital Archives Intern - Espanola Public Library

The Espanola Public Library is looking for an outgoing, service-oriented, tech savvy recent graduate to assist with front-line customer service while also developing the foundation for a formal Archival collection. Espanola Public Library services the town of Espanola and three contracting areas, with a current total population of about 6,570. The area has a long and rich history, much of which is based on the natural environment and attendant resources therein.

The library currently houses an extensive but undocumented collection of local history books, documents, audio-visual items, and artifacts. The long-term goal is to digitize most aspects of the collection for online searching capacity – celebrating Espanola’s past, while preserving records for the future. Reporting to the C.E.O., the Intern will be responsible for building the records that will form the foundation of the formal Archival collection.

DESCRIPTION:

- Provide periodic frontline customer service to patrons and support to main team members at reception/check out desk.
- Physically examine, inventory, and process textual and audio-visual (AV) archival materials including rehousing them into archival folders, boxes and sleeves as required.
- Work with archival description software to attach descriptive inventories and name authority information.
- Index and update metadata for digitized photographs and other digital materials.
- Identify duplicates and determine the best quality scan to keep. Flag poor quality scans and/or anomalies between scans and inventory descriptions.
- Identify and flag content that may be considered sensitive or culturally inappropriate.
- Accession and shelve select materials.
- Inventory and digitize select content and upload to database and other online sites.
- Conduct research to update website and display descriptions.

QUALIFICATIONS:

- Minimum post-secondary education in archival and / or library studies, museum studies, history, or other related field
- Basic archival description training or experience
- Experience in the heritage / culture sector
- Basic knowledge of artifact handling techniques and preventative conservation
- Excellent attention to detail, problem solving, and organizational skills
- Strong technology skills, including proficiency in standard office software
- Ability to lift and move materials up to 50 lbs

- Be able to work collaboratively and independently
- Excellent written and verbal communication skills
- For the successful candidate, a current CPIC clearance will be required prior to hiring

Assets:

- Bilingual (English / French)
- Archival relevant experience – archival storage standards, developing records / databases

Terms of employment:

- Position is a temporary, one year contract – 35 hours per week
- \$22.00 per hour plus statutory vacation and public holiday pay

This 52-week work period role exists within the Northern Ontario Heritage Fund Corporation grant-funding criteria as indicated in the Eligible Candidate link below.

APPLICATION PROCESS:

Interested candidates should submit a resume and cover letter to:

library@espanola.ca by April 26th, 2024 at 5:00 pm.

Please include “**Archives Intern Application File No. 2024 LIB - 03**” in the subject line.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act. The Town of Espanola is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

