



Assistant Archivist

The Grand Falls-Windsor Heritage Society

Job Description:

The Grand Falls-Windsor Heritage Society is seeking an Assistant Archivist to work at our building, which is located at the former AbitibiBowater Training Centre at 10 Mill Road. The ideal candidate will have an interest in the history of Grand Falls-Windsor and be motivated to assist in the process of documenting and digitizing our collection. They will work with the Collections Manager and provide support and assistance with day to day activity related to maintaining the Society's collection which includes artifacts, archival materials and ongoing special projects.

The Government of Canada is funding this job through the Canada Summer Jobs program. You must be aged between 15 and 30 and be legally entitled to work in Canada to apply. International students are not eligible.

The successful applicant will work under the direct supervision of the Society's Collections Manager. The Collections Manager will provide an orientation session which will include a tour and explanation of the layout and workings of the Centre. This also will include an introduction and familiarization with the Society's collection of artifacts and extensive archival materials which includes a vast collection of photographic materials. They will receive instruction on and become familiar with the use of the PastPerfect Museum Software to record and access collections.

Responsibilities:

- Sorting through black and white negatives of various sizes and scanning the negatives into a digital format.
- Documenting pertinent information that can be gleaned from the photograph.
- To enter the photograph and all information into the database.
- Photographing all documented artifacts and archival materials in the Heritage Centre's collections.
- Entering the inventory photos and catalog information into the PastPerfect Museum Software.
- Assisting with the ongoing research and documentation being completed in the Architectural Inventory project currently underway.
- Assisting with and providing interpretative tours of the museum as needed.
- Helping with archival and genealogy inquiries and request from visitors and researchers.
- To assist with organizing and maintaining displays and information.

Requirements:

- Technologically adept.
- Effective communication and interpersonal skills.
- Research proficiency.
- Self-motivated with an ability to work with others.
- Visitor-focused.
- Leadership capability.
- Attention to detail and accurate in recording information.
- Ability to tactfully make decisions, solve problems and manage time.
- Efficient information management.

The position will have a duration of 8 weeks with 35 hours per week. The hourly rate is \$15.00. The deadline for applications is May 21, 2021. The start date will be June 7th, 2021.

Applicants can send resumes via e-mail to gfwheritagesociety@nf.aibn.com, or they can be mailed to: The Grand Falls-Windsor Heritage Society Inc., P. O. Box 439, Grand Falls-Windsor, NL, A2A 2J8.