

Archival Technician

Length of Assignment: 11 weeks starting December 1st, 2021 to February 28th, 2022

Hourly Wage: \$15.00

Job Type: Full-time (35 hours a week)

Deadline for application: 4:30 PM, Monday, November 15th, 2021

Positions: 1

Location: Winnipeg

To apply: Email a cover letter and resume to info@oseredok.ca

General:

Reporting directly to the Curator of Collections and the Project Mentor, Archival Intern will work to arrange, describe and digitize the Boberskyj Collection which consists of over 6,000 photographs. The long-term preservation of this collection will help facilitate the research of family genealogy, and local histories, and will assist authors/scholars researching Ukrainian Canadians and Canadian Prairie life in 1920's. The future sustainability of the collection will be assured with the proper arrangement, description and scanning of the collection thus making it more manageable conservation wise.

Primary Responsibilities and Duties:

- Organize the collection of photographs and all supporting materials in a chronological manner.
- Describe photographs according to the Rules of Archival Description (RAD) and enter all necessary information such as date, annotations, location, etc. in a database;
- Translate handwritten annotations and inscriptions from Ukrainian to English;
- Scan each photograph and save it with all essential information in its name such as date, location and title;
- Create a Finding Aid for the collection;
- Where necessary research and verify any additional descriptive or provenance information;
- Report to supervisors about the progress of the project;
- Maintain organized and presentable work spaces.

Knowledge, Skills, and Abilities:

- Experience or knowledge of archival cataloguing rules - Rules of Archival Description (RDA);
- Experience cataloguing in museum, archival, or library setting;
- Advanced proficiency in Ukrainian;
- Strong verbal and written communication skills;

- Ability to work independently and in a team environment with staff, volunteers and the general public;
- Familiarity with Ukrainian culture;
- Be skilled in standard computer application programs such as Word, Excel, PowerPoint, internet applications and familiar with standard office equipment such as photocopiers, phones, etc.;
- Possess the ability to follow direction and to adjust to changing procedures;
- Possess strong organizational skills;
- Possess the ability to multi-task and prioritize projects.

Requirements:

- Degree in Art History, Museum Studies, Archival Studies, Librarianship, Information Studies or History; or experience working in archival, museum or library setting.
- Advanced proficiency in Ukrainian;
- Strong inter-personal communication skills in English;

Who can apply:

- Canadian citizens or permanent residents, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Are legally entitled to work in Canada;
- Are willing to commit to the full duration of the work assignment;

About Oseredok:

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.

Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position.