

Archival Assistant

Length of Assignment: September 1st, 2022, to August 31st, 2023

Hourly Wage: \$17.00

Job Type: Full-time (5 days per week)

Deadline for application: 4:30 PM, Monday, August 19th, 2022

Positions: 1

Location: Winnipeg

To apply: Email a cover letter, resume, and list of references to info@oseredok.ca

General:

Reporting directly to the Curator of Collections, Archival Assistant will work on digitizing and describing the O. Koshetz fonds and creating a virtual exhibition of the fonds' highlights. The collection consists of 64 archival boxes of textual materials predominantly in Ukrainian and 12 archival boxes of photographs. The successful completion of the project will significantly improve the preservation of the fonds and allow for unlimited online access to the materials.

Primary Responsibilities and Duties:

- Scan each archival material in TIFF format and save it with all essential information in a title such as a date, location, and title;
- Describe photographs according to the Rules of Archival Description (RAD) in Ukrainian and English, and enter all necessary information such as date, annotations, location, etc. in a cataloging system;
- Create a virtual exhibition in a cataloging system that showcases the highlights of the fonds;
- Where necessary, research and verify any additional descriptive or provenance information;
- Report to supervisors about the progress of the project;
- Maintain organized and presentable workspaces.

Knowledge, Skills, and Abilities:

- Experience or knowledge of archival cataloging rules - Rules of Archival Description (RDA);
- Experience cataloging in a museum, archival, or library settings;
- Experience digitizing materials;
- Advanced proficiency in Ukrainian and English;
- Familiarity with Ukrainian culture;
- Strong verbal and written communication skills;

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

Requirements:

- Degree in Museum Studies, Archival Studies, Librarianship, Information Studies or History; or experience working in archival, museum, or library settings.
- Advanced proficiency in Ukrainian;
- Strong interpersonal 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 entire 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 others, 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, related activities, workshops, courses, public lectures, and special events. It also provides access to its research holdings and 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.