

Library Intern

Length of Assignment: August 15, 2022, to December 31, 2022

Hourly Wage: \$16.00

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

Deadline for application: 4:30 PM, Monday, August 8th, 2022

Positions: 1

Location: Winnipeg

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

General:

Reporting directly to the Curator of Collections, the Library Intern will work to catalogue the Oseredok's Library Rare and Out-of-Print Books Collection. Over a five months contract, Library Intern will catalogue rare and out-of-print books in the Centre's care. This project aims to enhance the access to Oseredok's collections and the history of Ukrainian migrants and Ukrainians in Winnipeg and Manitoba as well as preserve it for future generations. This position is an opportunity for a recent graduate to develop their skills in collections management. At the end of this project, the Library Intern will present a public lecture on their work and research as part of Oseredok's public programming.

Primary Responsibilities and Duties:

- Catalogue rare and out-of-print books in Oseredok's collection in a collections management (CM) system;
- Describe books according to the Resource Description and Access (RDA) standard;
- Physically manage books and prepare them for storage according to the best library practices;
- Take pictures of each book, apply corresponding metadata for identification purposes and upload them to the CM system;
- Where necessary research and verify any additional descriptive or provenance information;
- Work towards a final public presentation for Oseredok's Public Programming about Oseredok's rare and out-of-print books collection;
- Report to supervisors about the progress of the project;
- Maintain organized and presentable workspaces.

Knowledge, Skills, and Abilities:

- Experience or knowledge of library cataloguing rules (e.g. AACR2, RDA);
- Experience cataloguing in museum, archival, library or collections management systems;
- Strong verbal and written communication skills;
- Ability to work independently and in a team environment with staff, volunteers, and the general public;
- Experience photographing;
- Familiarity with Ukrainian culture;
- Working knowledge of Ukrainian and ability to read Cyrillic alphabet;
- 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 Librarianship, Information Studies, Museum Studies, Archival Studies, or Art History, or more than 1-year experience working in a library, museum, or archives;
- Have strong interpersonal communication skills in English; English and Ukrainian are preferred.
- Working knowledge of Ukrainian and ability to read Cyrillic alphabet;

This position is funded through Young Canada Works. As such, applicants must meet the program's eligibility requirements before they are offered an interview.

A student may be eligible for employment if they:

- Are a Canadian citizen or a permanent resident, 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 between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- Are unemployed or underemployed;

- Are a college or university graduate;
- Will not be receiving Employment Insurance (EI) benefits while employed with the program; and
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

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 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.