



## **Job Posting: Archivist and Librarian Intern**

**Term:** 40 weeks

**Location:** On-site starting June 19

**Hours:** 35 hours/week, Monday-Friday. Some weekends or evenings may be required.

**Wage:** \$18/hour

We are looking for an Archivist and Librarian intern with a Master's degree in Archives and Librarian Studies or Library and Information Science. The candidate should have good knowledge of Office 365 as well as collection or library databases.

### **Key Accountabilities:**

- Analyse, organize and treat archival fonds, including removal of problematic material (rusted paper clips, acidic paper, and any other material that could affect the conservation of the documents); removal of books and periodicals to be moved to the library
- Plan and organize the protection and conservation of photographic material
- Organize all files chronologically; alphabetically; or following the filing system of the Fonds creator
- Create the finding aid and make it available online on our website
- Keep our library well organised based on the system in place

### **Qualifications:**

- Must meet eligibility conditions of the Young Canada Works Program (see below)
- Highly organized and detail-oriented with strong communication skills
- Ability to follow written and oral instructions and work with a minimum supervision as well as part of a team
- Ability to communicate effectively both orally and in writing with respect to contemporary artwork for public presentations, project proposals and publications
- Ability to work with minimal supervision in a team environment

- Ability to establish and maintain effective working relationships with other employees and volunteers
- Strong organizational skills
- Ability to multi task in a fast pace environment.

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship 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) while employed with the program;
- Are unemployed or underemployed;
- Are a college or university graduate; and
- Are not receiving Employment Insurance (EI) benefits while employed with the program.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

Details: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

## **About the Canadian Clay & Glass Gallery**

The Canadian Clay and Glass Gallery is an equal opportunity employer committed to inclusive, barrier-free recruitment. The gallery is wheel chair accessible. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. The Canadian Clay and Glass Gallery invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment. Please note that only the candidates selected for an interview will be contacted.

The Canadian Clay and Glass Gallery is a long-standing site of excellence and a destination for contemporary clay, glass and enamel arts. We present exhibitions that challenge the ideas and perceptions of the definitions of art, craft and design.

Waterloo has a thriving arts and culture scene, with plenty to do throughout the year for young and old alike.

**To apply, please register with YCW on their website, show interest in our position, and send in one PDF document the following before June 2, 2023:**

- Cover letter
- Detailed curriculum vitae or resume

To Denis Longchamps, Executive Director at [director@theclayandglass.ca](mailto:director@theclayandglass.ca), quoting “Archivist Intern” in the subject line.

For more information: email [director@theclayandglass.ca](mailto:director@theclayandglass.ca) or telephone: 519-746-1882 x: 231