

## **Culture Summerside- Archival Assistant**

**Duration: 14 weeks/ 5 days a week/ 7.5 hrs per day**

**Wage: \$13.50/ hr**

### **Description:**

The main objective of this position is to offer positive and meaningful employment to a student within our historic properties where they will cultivate professional skills and continue their practical education in a related field of study. As part of the Archives team, the student will have the opportunity to develop and grow professional skills in communication, problem solving, adaptability, and personal management.

They will play an important role in promoting awareness of the importance of our built heritage to residents and visitors through our archival holdings and be responsible for facilitating access to information related to genealogical research, heritage buildings and homes, and other historic materials. They will also learn how to use the online archival database and both help promote it and assist patrons with using it. Our archives are the main resource in our community for information related to build heritage and genealogical research, and it is important that students interested in these fields have the opportunity to gain hands-on experience. One of our main goals going forward is to digitize our collection/ collection records so there can be greater opportunity for access and protection. Our summer archival assistant will be fundamental in pursuing this goal.

### **Tasks/ Skills:**

The Archival Assistant will work closely with the Archivist and Archives/Curatorial Assistant to introduce researchers to our archival holdings and guide them through the research process. They will also be a key player in our on-going digitization projects that permanent staff have been focusing on through workshops and seminars. The Archive Assistant will work on updating photo inventories and online databases. They will be responsible for promoting the Heritage Walking tour and be able to comment on the history and stories surrounding Summerside's rich streetscape of heritage homes. The student will be required, as needed, to give visitors a guided tour of the Lefurgey Cultural Centre and the Wyatt Historic House Museum, two of Summerside's most treasured heritage sites. As time permits, the Archival Assistant will help with collection management and research context of select holdings.

### **Candidate profile**

The ideal candidate for this job should have a passion for history, ideally with history, library studies, or museum studies as their major focus of study. Experience working or volunteering in archives, libraries or with data management systems would be an asset. Students studying English, marketing and promotion, archaeology, architecture, and sociology also have proven related interests and skills desirable to this position. They are required to have an above average level of communication skills not only in public speaking and presentation but as well in reading and understanding information. They must have strong computer skills and be adaptable to a fast-paced work environment whether working alone or with others. A patient, friendly and diplomatic personality is also a necessity to being successful in this position, as they will be working with the public.

**Job Ad:**

## Summer Employment Opportunity: Archival Assistant

Do you have an interest in the local stories and history of Summerside? Are you looking for an exciting opportunity to enter the heritage and culture sector?

Culture Summerside is seeking keen and qualified student applicants for the position of Archival Assistant to offer an exceptional museum and archives experience for our tourists and residents visiting the MacNaught History Centre and Archives, Lefurgey Cultural Centre, and Wyatt Historic House Museum.

As part of the archives team, the successful candidate will work closely with our Archivist and Archives/Curatorial Assistant. Duties will include: reception services in person and on the phone, providing reference services which include introducing researchers to archival holdings and retrieving requested materials, data entry work, photo inventories, and online databases. Additional duties include assisting visitors with genealogical research. Assisting with sorting and arranging of archival material and researching context of select holdings will be required. Other duties include preparing the archives and adjacent museum areas for morning opening and closing in the evening.

Applicants must fit Young Canada Works eligibility requirements including:

- Must be a Canadian citizen or a permanent resident, or have refugee status in Canada; be legally entitled to work in Canada;
- Be between 15\* and 30 years of age at the start of employment (\*where permissible under provincial/territorial labour laws); have completed the school year at the start of employment;
- Have registered as a full-time\* student in the semester preceding the YCW job (\*as defined by their educational institution); and intend to return to full-time studies\* in the semester immediately following the YCW summer job.

Applications, which should include a cover letter and resume, should be clearly marked "Culture Summerside Summer Staff". Please note in your cover letter which positions you are most interested in. Applications can be sent by email to the Human Resources Coordinator at:

[ashley.schurman@city.summerside.pe.ca](mailto:ashley.schurman@city.summerside.pe.ca)

Or by mail to:

Human Resource Coordinator  
275 Fitzroy St.  
Summerside, PE  
C1N 1H9

Only selected candidates will be contacted for an interview. Thank you for your interest.

The City of Summerside is proud to be an equal opportunity employer.

**Closing Date for applications is 4:00 pm on Monday, May 10<sup>th</sup>, 2021**