

Archives and Research Assistant

Total weeks: 12- 16 weeks (depends on grant funding)

37.5 hours a week

Hourly wage: \$15.00

Description: Culture Summerside is seeking keen and qualified student applicants for the position of Archives and Research Assistant at the City's municipal archives, the MacNaught History Centre and Archives.

As part of the archives team, the successful candidate will work closely with our Archivist and Archives Assistant on several major archival projects throughout the summer, including digitalization, reorganization of collection holdings and an independent digital content project.

Daily tasks will include: reception services in person and on the phone, 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 for morning opening and closing in the evening.

Candidates should have some university or college education, or relevant experience, in Archival Studies, Library and Information Studies or History. They should possess above average oral and writing skills and have excellent organizational skills. The successful candidates will be comfortable working with the public and handling inquiries in-person and over the phone. Some projects will include independent work and will require good time management skills.

Candidates must have excellent computer skills, with knowledge of record keeping systems or databases.

Contact Info for Summer Positions:

Supervisor: Sara Zilke (Cultural Programming Assistant)

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