**Digitization Assistant – Young Canada Works Position**

*We gratefully acknowledge and respect the xʷməθkʷəy̓əm (Musqueam), sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) who are the stewards of these lands and waters. Our goal is to support these communities and share their stories in a meaningful way.*

The Vancouver Maritime Museum’s Library & Archives is seeking a motivated, organized, and self-sufficient individual with knowledge of archival theory to carry out an extensive digitization project on the museum’s photograph collection. Responsibilities will include scanning a large selection of images, editing the scans for clarity and re-sizing, recording metadata for each item, creating item-level records in the database, and uploading scans to the database. The successful applicant will be an organized, conscientious individual with strong attention to detail and work ethic. **This temporary, full-time position is funded in part by the Young Canada Works (YCW) employment initiative of the Department of Canadian Heritage.**

**Employment term:** May 23rd, 2023 – August 25th, 2023 (14 weeks); 35 hours per week. **Position is subject to grant funding.**

**Remuneration**: $20.00 per hour + 10% in lieu of benefits and statutory holidays.

**Responsibilities:**

* Creating high-resolution scans of photographs and creating metadata.
* Editing the scans for clarity and creating access copies.
* Using our database to create RAD-compliant item-level records for each item.
* Uploading scans to the database for public access.

**Qualifications:**

* Enrollment in, or completion of, a Master’s of Archival Studies and/or Master’s of Library and Information Studies with a focus on archives.
* Prior experience undertaking archival digitization work, including creating metadata and working with scanning software and hardware.
* Strong familiarity with the Rules for Archival Description (RAD).
* Strong technological skills.
* Familiarity with Canadian copyright standards.
* Eligible candidates must meet requirements for the YCW program.

**How to apply:** Apply with a cover letter and resume by Sunday, April 23rd by email to: Ashlynn Prasad, Librarian & Archivist at [archives@vanmaritime.com](mailto:archives@vanmaritime.com).

The Vancouver Maritime Museum Society is an equal opportunity employer, and the Government of Canada’s job equity groups are encouraged to apply. No phone inquiries please. Please note that only short-listed candidates will be notified.