

*Friends of the*  
**RICHMOND**  
**ARCHIVES**

Program stream:	Young Canada Works at the Building Careers in Heritage
Job title:	Archives Intern
Organization name:	Friends of the Richmond Archives
Job location:	Richmond, BC
Length of assignment:	2023-09-05 – 2023-12-22
Hourly wage:	\$25.00   35 hours per week

The Friends of the Richmond Archives are looking for an Archives Intern to join the City of Richmond Archives team. This is an exciting opportunity for a creative, professional, positive and organized individual to work in an established municipal archives. The City of Richmond Archives holds over 1 kilometre of textual records, 170,000 photographs, 20,000 maps and plans, and over 500 sound and moving image recordings. In addition, the Archives maintains a small reference library and collections of subject and biographical reference files.

**Project Summary:**

This position is an opportunity to work with both community and City records. This position has been designed offer a wide variety of tasks, thereby giving the successful candidate a wide range of experience.

The job assignment has been organized into four components

**Community Records:**

- (1) History of Education in Richmond Photograph Exhibit.
- (2) Community television records.

**City Records:**

- (3) Government Publications.
- (4) Planning and Development department slides.

**Responsibilities:**

- Research and finalize a photographic exhibit on the History of Education in Richmond;
- Complete the accessioning process, including writing a detailed inventory, of local television tapes from the 1980s and 1990s;
- Describe government publications according to Rules for Archival Description;
- Provide item level descriptions for planning and development slides from the 1980s and 1990s; and
- Undertake general archives management activities as required.

**Skills Required:**

- Great attention to detail;
- Well-developed organizational and planning skills;
- Ability to work both independently and as a part of a team;
- Ability to establish and maintain effective working relationships with both staff and volunteers;
- Computer literacy and an aptitude to work with a variety of systems (InMagic CS/Textworks, Acrobat, MS Word, MS PowerPoint);
- Demonstrated experience working with primary and secondary sources; and
- Excellent writing skills.

**Working Conditions:**

- Office environment

**Qualifications Required:**

- Graduate with a Bachelor of Arts and/or a Bachelor of Science
- An interest in pursuing a career in Archives, Records Management, Libraries, or Museum & Heritage services.
- Working towards a Certificate, Diploma or Masters in Archival Studies, Libraries, or Museum Studies is an asset.
- Previous work or volunteer experience with archival records is an asset.
- Must meet the YCW eligibility requirements.

Please send Cover Letter and Resume to:

Dovelle Buie, Archivist, City of Richmond Archives

E-mail: [archives@richmond.ca](mailto:archives@richmond.ca)

Deadline for submissions is June 16, 2023 - 5:00pm.

No phone inquiries, please. Only short-listed applicants will be notified.

The Friends of the Richmond Archives Society is an equal opportunity employer and encourages all individuals who meet the Job Posting and Young Canada Works Qualifications to apply.