



The Moose Jaw Public Library Archives Department is seeking a dedicated, qualified individual to fill the position of **Archives Intern**.

This is a 20 week contract position commencing July 10, 2017.

The Archives Intern will be responsible for:

- the appraisal, arrangement, and description of textual and photographic records according to the Rules of Archival Description (RAD);
- physical processing of textual and photographic archival records;
- provision of reference service in an archival setting;
- responsible for making recommendations about and implementing the use of technologies to facilitate access to the collection;
- research and develop display/digital content/web documents for promotion and community outreach activities.

The successful candidate will have a Master's degree in Archival Studies, or a Master of Library and Information Science, with emphasis in professional archival studies, or a Master's degree in Museum Studies with a background and emphasis on professional archival studies. A Bachelor's degree in History would be an asset. The successful candidate should have a working knowledge of the Rules of Archival Description.

The salary for this position is \$26.00 per hour, full-time with a 35 hour work week.

As part of the Young Canada Works: Heritage Grant the following stipulations apply:

- The candidate must be a recent graduate (not graduated before June 2015)
- The candidate must not be more than 30 years old at the moment of hiring
- The candidate must be a Canadian citizen, permanent resident, or have refugee status in Canada

The Moose Jaw Public Library is an equal opportunity employer.

Deadline for Applications: Until position is filled.

Resumes, including references should be submitted to:

Gwen Fisher

Moose Jaw Public Library

461 Langdon Crescent

Moose Jaw SK S6H 0X6

gfisher@moosejawlibrary.ca 306-692-2787

or online via

<http://bit.ly/2sF1yDc>

Moose Jaw is a beautiful, historic community of 34,000 people located just 40 minutes from Regina. The city is a tourist destination - home to the Temple Gardens Mineral Spa, the Tunnels of Moose Jaw, the Murals of Moose Jaw and the Snowbirds. Moose Jaw Public Library serves as a resource centre for the Palliser Regional Library which is centered in Moose Jaw and serves a population of approximately 53,500. The Archives Department of the Moose Jaw Public Library was formed in the late 1960's with a mandate to collect materials related to the history and development of the City of Moose Jaw and the surrounding area. The Archives Department collects both published and unpublished materials, including books, maps, pamphlets, photographs, newspapers, private papers, records of organizations, plans, microforms and other formats which we have the technological ability to handle.