

JOB POSTING –CASUAL STAFF YORK UNIVERSITY LIBRARIES

Job Title: Digitization and Metadata Assistant	
Division/Faculty: Clara Thomas Archives & Special Collections, York University Libraries	
Affiliation: None	
Rate: \$12 per hour + 4% vacation	
Employment Category: Part-time, Contract	
Estimated Number of Hours per Week: 30 hours/week	
Days Required: Monday to Friday	Hours Required: From: 9:00 am to: 3:30 pm (flexible)
Position Start Date: June 17, 2013	Position End Date: August 16, 2013
Number of Vacancies: 1	

Job Description:

The Clara Thomas Archives & Special Collections of York University Libraries preserves and provides access to rare or unique material to support research and teaching in Canadian studies. This summer, the archives are seeking a detail-oriented, concise and enthusiastic candidate to assist in a pilot project to digitize a selection of audiovisual records held on obsolete or deteriorating formats and develop value-added metadata for items to facilitate use and online access. Candidates will be trained on legacy playback machinery and digitization equipment and will collaborate with a small team of archivists and librarians to implement best practices for the digitization of audiovisual materials.

For more information about our organization, please visit our website at <http://www.library.yorku.ca/cms/archivesspecialcollections/>.

Skills Required:

Excellent organizational, analytic, and oral and written communication skills;
 Previous experience working in archives, library, museum, art gallery or other cultural institution preferred;
 Knowledge of descriptive and metadata standards (DC, MARC, RAD, RDA) preferred;
 Knowledge or familiarity with sound and/or film editing practices an asset;
 Demonstrated experience with MS Office suite, familiarity with sound and film editing software would be strong assets;
 Ability to maintain effective working relationships with colleagues and donors;
 Self-motivated but willing to take direction and contribute to trouble-shooting;
 Flexible attitude and ability to adapt to a changing environment;
 Interest in Canadian history, social work, aboriginal issues, popular culture, LGBTQ history, musicology, film and/or communications studies;
 Demonstrated time management skills, ability to maintain focus performing routine tasks.

Contact Person: Anna St. Onge, Archivist, Digital Projects & Outreach, York University Libraries
Clara Thomas Archives & Special Collections
305 Scott Library
4700 Keele Street, Toronto, M3J 1P3

Please submit a cover letter and resume - Applications may be sent by mail, email or fax

Please apply by email to: ascproj@yorku.ca Please indicate the job title in subject heading.

Fax: [416-650-8039](tel:416-650-8039)

Deadline for Application: June 3, 2013

Please note: **Interviews will take place June 4, 2013 to June 6, 2013.**

The Interview will be approximately 45 minutes in length and will include a short test to evaluate attention to detail and to assess tagging abilities. The panel will consist of archival and digital initiatives staff.

This position is made possible through the Young Canada Works program. Eligible candidates must be thirty (30) years of age or younger, be registered through Young Canada Works and be returning to full time post-secondary studies in the fall of 2013; in addition must be a Canadian citizen or a permanent resident, or have refugee status in Canada; **Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.** For more details on eligibility please click on link: <http://www.pch.gc.ca/special/jct-ycw/info-ppts/101-eng.cfm> .