



Archives des jésuites au Canada
The Archive of the Jesuits in Canada

**PROJECT ARCHIVIST
YOUNG CANADA WORKS
ARCHIVES DES JÉSUITES AU CANADA / THE ARCHIVE OF THE JESUITS IN CANADA
2023-2024**

The Archive of the Jesuits in Canada (AJC) is seeking a candidate for the position of Project Archivist, under the Young Canada Works Program. This is a 26 week (6 months) position projected to begin on September 25, 2023, and run through March 22, 2024. The AJC is located in Montreal, Quebec. The hourly wage for the internship is \$20.00 (35 hours per week; 26 week project; unpaid statutory holidays and 10-12 days seasonal break in December/early January).

The primary language of the archival records that will be handled by the intern is English, with some material in French. The intern will need to be able to write in English, as the documentation and the finding aids that concern the project is in English. The working environment of the AJC is in French. Operational activities are delivered in French, in English, and/or both, depending upon the researcher, the initiative, and the intended audience. The intern will need to be comfortable working in a bilingual environment.

The Spanish Residential School Fonds includes 1.23 meters of textual records and 3,516 photographs. In 2005, the material has been shared with the Truth and Reconciliation Commission. However, the AJC needs to re-digitize the photographs of the fonds, according to digital file management best practices. Standardized description and metadata also needs to be evaluated and reassessed in order to have a better grasp on the photographic material included in the fonds. The main responsibility of the project is the digitization of photographs included in the fonds. In addition, the Project Archivist, alongside the processing Archivist, will contribute to the preparation of inventories and archival descriptions and metadata, as well as contributing to the revision of the finding aid for the fonds. The Project Archivist will also need to write reports on the project processes and scope. This project of re-digitization is being conducted in the context of the AJC commitment to promote access to records for Indigenous researchers about material that concerns them.

TRUTH AND RECONCILIATION WITH INDIGENOUS PEOPLES

The AJC are engaged in a process of truth and reconciliation with Indigenous peoples. It supports Indigenous resurgence. The selected candidate will need to demonstrate an understanding of the main challenges regarding archival concepts and practices. The candidate must be familiar with the principles stated in the Truth and Reconciliation Commission of Canada Calls to Action, the Report of the Truth and Reconciliation Commission Taskforce of the Steering Committee on Canada's Archives as well as demonstrating a knowledge of national and international strategic orientations and principles concerning Indigenous peoples and associated archival records.

QUALIFICATIONS AND COMPETENCIES

- University level education in archival/information studies or a related field with a demonstrated interest in archival theory and practice; with preference for candidates with a master's degree in information studies with a specialization in archival studies.
- Demonstrated ability in the use of collections management tools and the Rules of Archival Description (RAD);



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- Interest in digital archives, including digitization practices and processes;
- Ability to communicate information to small and large groups;
- Oral and written fluency in English, with a working knowledge of French, is required;
- Ability to work independently and as part of a team on collaborative initiatives;
- Ability to develop objectives and to implement procedures.

Preference will be given to Indigenous candidates.

The position is in Montreal, Quebec, a city with a diverse population. It is an urban environment with a significant number of universities and cultural institutions.

Candidates from the Government of Canada's job equity groups are encouraged to apply / Les candidat.e.s visé.e.s par l'équité en matière d'emploi du Gouvernement du Canada sont invité.e.s à postuler.

The deadline for applications is June 16, 2023.

Applications, which must include a letter of interest and a curriculum vitae in one Word or PDF file, should be sent to François Dansereau, Director of The Archive of the Jesuits in Canada: CANAJCdirection@jesuites.org.

We thank all applicants for their interest in this position. Only those selected for the short list will be contacted for an interview. Personal information received from prospective candidates will be used only for this recruitment process.