



## Job Opportunity

<b>Position:</b>	Digital Content Student
<b>Location:</b>	System-wide involving work at all locations
<b>Duration:</b>	16 Weeks Temporary Contract (May 17 – September 3)
<b>Rate of Pay:</b>	\$15.00 per hour (35 hours/week)
<b>Date Posted:</b>	Wednesday, April 21, 2021
<b>Closing Date:</b>	Wednesday, May 5, 2021

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Located less than 50 kilometers east of Toronto, along 25 miles of Lake Ontario's northern shoreline, Clarington is a large community of individual centres which include Bowmanville, Courtice, Newcastle Village and Orono, as well as more than a dozen small villages and hamlets. It is the largest municipality of the Region of Durham, covering an area of 608 sq. km. (222 sq miles). Clarington is one of the fastest growing communities in Ontario with a current population of 95,000 and growing. For more information about the Clarington Public Library, Museums & Archives visit our website at <https://claringtonmuseums.com>.

**Applicants must be currently enrolled in full time post secondary program, returning to full time studies in the fall and meet all other eligibility requirements of this temporary funded program through Young Canada Works, for more information and to register please go to <https://young-canada-works.canada.ca/Account/Login>.**

### Position Summary:

Reporting to the Museums & Archives Coordinator, this position will assist with the classifying and digitizing of archives in a centralized database according to museum cataloging standards, the development of digital exhibits, and digital versions of physical exhibits. This position will also assist with the development and creation of digital content for the Museum including the creation of virtual museum tours of the 3 Museum sites (Waverley Place; Clarke Schoolhouse; and Sarah Jane Williams Heritage Centre). This position provides an ideal employment experience for post-secondary students currently enrolled in museum studies, history, natural history, anthropology, or archaeology or related program.

### Position Responsibilities:

These responsibilities indicate the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required and as the nature of services change, flexibility to adapt to a changing work environment is a requirement of this position.

- Assist in the classifying and digitizing of archives in a centralized electronic database according to museum cataloging standards
- Photographing artifacts for documentation and for the development of digital content
- Scanning archival materials (photos, slides etc.)
- Assist in cataloguing a large archival collection with the focus on improving digital storage for the accessibility and retrieval of archival materials

- Assist with the physical reorganization of artifacts and the de-accessioning process
- Assist with the development and filming of virtual programming, virtual tours, digital presentations, and digital exhibits which will include both on-camera and off-camera work
- Assist with video creation/production and post-production duties including video editing

**Qualifications:**

The ideal candidate will possess the following:

- Current enrollment in museum studies, history, natural history, anthropology, archaeology, video production, or related program or an equivalent combination of related program and related experience to the satisfaction of the Library CEO
  - Excellent oral and written communication skills  
Proficient in software including Windows 10 and Microsoft Office; Adobe Acrobat with optical character recognition; light photo editing such as cropping, stitching, colour, brightness and contrast adjustments
  - Experience in the operation of digital cameras and video cameras and scanners; video production techniques including storyboarding, video production, lighting, and microphone recording
  - Ability to interact collaboratively and courteously with staff to promote a harmonious and pleasant workplace
  - A creative team player with the ability to work effectively in a team environment
  - A self starter who is current with internet culture and virtual content development
  - Valid Ontario Motor Vehicle Operator's "Class G" License and the use of a motor vehicle
  - A knowledge of local history would be an asset
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**Interested applicants:**

Submit your resume and cover letter **quoting file number 2021-CMA01NAF** to:

Nancy Sandercock, Manager of Human Resources at [nsandercock@clarington-library.on.ca](mailto:nsandercock@clarington-library.on.ca).

Applications must be received by 5:00 p.m. on Wednesday, May 3, 2021.

We thank all applicants for their interest; however, only those under consideration will be contacted.

Clarington Public Library Museums & Archives is an equal opportunity employer. Persons with disabilities as well as visible minorities and Indigenous peoples are encouraged to apply. The Clarington Public Library Museums & Archives is pleased to accommodate individual needs in accordance with the Accessibilities of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact [nsandercock@clarington-library.on.ca](mailto:nsandercock@clarington-library.on.ca)