

Archival Assistant, JCCC Heritage Department

Duration: 8 weeks

Work Schedule: 9:30am - 5:00pm | Monday to Friday, 7 hours per day

Start and end dates: May 26, 2025 to July 19th, 2025

Wage: \$19.50/hour

Language of Work: English

NOTE that due to Canada Summer Jobs funding criteria, candidates must:

- be between 15 and 30 years of age **at the beginning** of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Join the team of the largest Japanese cultural organization outside of Japan!

For 60 years, the Japanese Canadian Cultural Centre (JCCC) has served as the gathering point for the Japanese Canadian community and for those of non-Japanese ancestry who have an interest in things Japanese in the Greater Toronto Area (GTA). The JCCC, through its Heritage Department, is committed to collecting, documenting, preserving, and sharing the history of the Japanese Canadians. The Heritage Department mandate is to introduce the culture, history, and legacy of Japanese Canadians to all Canadians while creating a tribute to the history of the Nikkei community and their contributions to the building of our nation.

The Archival Assistant's key responsibilities will be:

- To complete digitization and description of photographs, documents, and books from two assigned collections into the pre-existing digital database. Assist with appraisal, rehousing, and minor conservation treatment of collection when necessary;
- To complete transcriptions of 4 hours of oral history interviews from the Sedai Oral History Collection as well as data entry of description and metadata of interviews into the database;
- To assist with research, identifying, and preparing material from assigned collections for inclusion in an upcoming exhibit;
- To prepare outreach/promotional materials for the project which will be published on the JCCC's website, JCCC monthly publications, and social media platforms.

Candidate Profile:

This position is suitable for students pursuing post-secondary education in the fields of museum and curatorial studies, archival studies, Canadian history, and library and information technology studies. Studies in anthropology, sociology, Asian Canadian studies and art history are also applicable.

Required skills of the successful candidate:

- Strong computer skills, including familiarity and ability to use Office software, specifically Word and Excel; demonstrable experience with database software a definite asset (e.g. Filemaker)
- Excellent written and verbal communication skills with fluency in English – successful candidates will be working closely and collaboratively with volunteers and staff
- Strong attention to detail, with strong organizational skills

The ideal candidate has a strong interest in preserving community histories – particularly Japanese Canadian history – community archiving and pursuing a career in the heritage or cultural sector. Knowledge of Canadian history and Japanese Canadian history is an asset. Familiarity with the Rules of Archival Description, preservation, and conservation is also an asset.

The Archival Assistant may also be asked to assist with major cultural community activities organized by the JCCC and the Heritage Department. They will gain a good sense of the collections and daily work at the Japanese Canadian Cultural Centre via Heritage Department related operations and activities.

Please note that the availability of this position is contingent upon receipt of grant funding.

Cover letters and accompanying resumes are requested via email with a subject line of “JCCC Archival Assistant”, to heritage@jccc.on.ca. Applications must be submitted by 4:00pm on Wednesday April 30, 2025. Please refer to Job Posting #55246.

Applications submitted only through the Canada Job Bank portal and not by email will NOT be considered. Only successful candidates will be contacted.