

include 600 photographs, 858 audio reels, 350 audio cassettes, posters, numerous optical disks, video reels, video cassettes, over 1000 slides, numerous negative strips, notebooks, DVDs and 2 bibles written in Syllabics. Our existing holdings will be prioritized for digitization, digitized and catalogued during this process.

The four principal areas of work for this position are:

- 1) To evaluate archival documents in the ACCI collections.
- 2) To assist with intellectually and physically arranging the materials as required.
- 3) To catalogue digitized materials using our archives management database (Minisis M2A).
- 4) To rehouse the material into archival grade storage housing.

PERSONAL CHARACTERISTICS

- Self-confidence, optimism, persistence, and stamina.
- Disciplined, multi-faceted and organized with the personal flexibility to deal simultaneously with a variety of situations.
- Direct, clear, approachable and compassionate, with a sense of humour and the capacity to make decisions.
- An open, friendly communicator with superior interpersonal skills.
- Commitment to working in a participatory, team-based environment.
- Ability to build positive relationships with the organization's partners and supporters.
- Candidate should be comfortable working at a desk for 7 hours a day, most of which will be on a computer.
- Interested in learning digitization techniques.

EMPLOYABILITY SKILLS TO BE GAINED

- Data entry following data standards.
- Proficiency in database use.
- Organising information & information management.
- Understanding of basic archiving procedures.
- Independent working and team work.
- Development of analytical skills and problem solving.
- Development of skills to organise work, to prioritise and to be flexible.
- Skills in using digitisation equipment.
- Cataloguing skills.
- Research skills.
- Digitization skills.

SALARY AND WORKING CONDITIONS

- Full time, 35 hours a week (typically 9am-5pm, evenings and weekend hours may be required)
- Wage: \$25.00/hr
- 9-10 month contract with the possibility of extension
- Anticipated start date: 16 July 2018
- If required, subsidized housing is available

Please send your cover letter and curriculum vitae via regular mail, fax or email to the following address:

Laura Phillips
Coordinator of Collections and Exhibits
Aanischaaukamikw Cree Cultural Institute
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G0W 3C0

Tel: 514-713-8675

Fax: 418-745-2324

Email: laura.phillips@creeculture.ca

We thank everyone that applies, but only the chosen candidates for an interview will be contacted. This position will remain open until filled.