

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.

SALARY AND WORKING CONDITIONS

- Full time, 35 hours a week (typically 9am-5pm, evenings and weekend hours may be required)
- Wage: \$25.00/hr
- 1 year rolling contract (project is funded for 3 years)
- Anticipated start date: September 2019
- Subsidised accommodation in Ouje-Bougoumou may be 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
Aanischaukamikw Cree Cultural Institute
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Ouje Bougoumou, QC
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 but we will review applications ending August 2019, with initial interviews scheduled for early September.