

Programs and Collections Intern

Young Canada Works at Building Careers in Heritage - Canadian Museums Association

Employment Term: 2020-10-26 - 2021-03-12

Hourly Wage: \$20.00

The SAS is seeking a post-secondary graduate to develop educational material related to archaeological collection stewardship, assist in the cataloguing of archaeological collections, and the production of manuals to assist those with archaeological collections in their possession. The position will involve data analysis, report writing, and information dissemination to the general public. The project involves a human-interest component and applicants should have experience and be comfortable working with diverse audiences and public speaking.

Qualifications:

- Must be a post-secondary graduate with a degree in Archaeology/Anthropology, Museum Studies, Indigenous Studies, History or a closely related field (Master's degree is preferred but experienced BA or BSc's will be considered);
- Artifact collection experience;
- Computer competency in Word, Excel, Outlook and PowerPoint;
- Experience with Access and/or editing software (i.e., Adobe Creative Suite) an asset;
- Energetic, motivated, self-directed but capable of working in a team setting; and
- Excellent communication and organizational skills

In order to meet YCW Building Careers in Heritage eligibility requirements, all candidates must demonstrate that they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Are legally entitled to work in Canada;
- Are between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with the program;
- Are unemployed or underemployed;
- Are a college or university graduate;
- Are not receiving Employment Insurance (EI) benefits while employed with the program; and
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy

The deadline for applications is **4:00 pm on October 5, 2020**. The SAS encourages candidates from the Government of Canada's job equity groups (i.e., youth with a disability, Aboriginal youth, visible minorities and new Canadians) to self-identify. The SAS fosters a safe and welcoming environment for self-identification. Although we appreciate all applications, only short-listed candidates will be contacted. The successful candidate will be required to supply a current criminal record check and evidence of recent graduation. Please send a personalized cover letter and curriculum vitae in confidence to the mailing address below or by email to:



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