



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Archivist & Librarian Graduate Intern

The BC Forest Discovery Centre (BCFDC) is currently accepting applications for the position of Archivist and Librarian Graduate Intern. We are looking for someone who has strong attention to detail, is hyper organized, likes old photographs, and has experience with archives. Located in Duncan on Vancouver Island, the BCFDC began in 1964, and focuses on the history of the forest industry. We acknowledge, that the land on which we gather is the unceded and ancestral territory of the Cowichan Tribes. The team at the BCFDC is tight-knit, flexible, and excited about what we do. We work closely with an amazing and supportive group of committed volunteers. We all come from diverse backgrounds, which we believe is part of our strength! We are an equal opportunity employer interested in encouraging the participation of equity group applicants from diverse communities and applicants with diverse abilities.

HOURS OF WORK: June 3 – December 27, 2024 35 hours per week.

WAGE: \$20.00 per hour

TASKS AND RESPONSIBILITIES:

Working closely with the Collections Curator the intern's tasks and responsibilities include.

- Digitize archival material and photographs,
- Process and describe archival collections and material, using consistent and user-friendly naming conventions.
- Maintain records in the collections database (PastPerfect).
- Accession, appraise, process, describe and preserve archival and library material.
- Shelf material and maintain order in library.
- Arrange collections focussing on the Centre's strengths (geography, subject etc) and current and planned exhibits.
- Bring forward information regarding collections or artefacts of specific interest that may be useful to utilize in social media, educationa or promotional material.
- Complete research requests (public and researchers).

QUALIFICATIONS:

- Excellent computer skills, including proficiency in Microsoft Office and database software.
- Attention to detail, and are able to enter data with a high degree of accuracy.
- Strong understanding of best practices, theory and relevant considerations related to historic collections and archival information.
- Experience with projects requiring a high level of organization.
- Must be able to work collegially and independently of intense supervision.
- Able to work effectively with others, and communicate professionally and respectfully.

POSITION REQUIREMENTS:

An individual may be eligible for an internship if they:

- Are a college or university graduate (certificate, bachelor's, master's, or doctorate).
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Are legally entitled to work in Canada (have a valid social insurance number);
- Are between 16 and 30 years of age inclusively at the start of employment; and

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

APPLICATION REQUIREMENTS:

- Confirm your ability to undergo a Criminal Record Check.

**Please send Cover Letter and Resume to:
Chris Gale – BC Forest Discovery Centre
E-mail: cgale.bcfdc@shaw.ca**

Deadline for submissions is May 20,2024 at 4:30 pm PST.
No phone inquiries, please. Only short-listed applicants will be notified.