

*Dedicated to the Preservation of the Past*

## **Job Title: Digitization Project Assistant**

Location:

**Red Rock Historical Society**

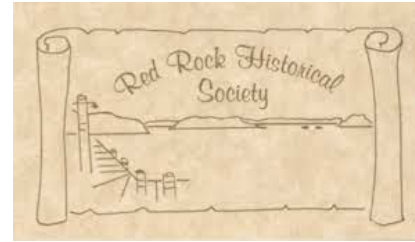
20 Frost Street,

Red Rock, ON P0T 2P0

Tel: (807) 886-2220

Email: [redrockhistoricalsociety@hotmail.com](mailto:redrockhistoricalsociety@hotmail.com)

Web: <https://www.facebook.com/RedRockHistoricalSocietyInc/>



*For the Enrichment of the Future*

Duration: 8-month contract, 35 hours per week

Salary: \$20-\$22/hour based on qualifications and experience

The Red Rock Historical Society Inc. is seeking a Digitization Project Assistant to join our team for an 8-month contract. In this role, you will assist the Archivist and Collections Assistants with a large-scale digitization project of the Society's collection, encompassing photographs, audio visual material, newspapers, archival material, and more.

The ideal candidate will be motivated, professional, and organized, and will have at least moderate technical and computer skills. We are looking for someone who believes in the Red Rock Historical Society's mission and will demonstrate exceptional drive to further our existing archival digitization efforts.

### **PRIMARY JOB DUTIES:**

- Working under the supervision of the Archivist, Collections Assistants, and other Historical Society personnel, facilitate various aspects of digitization work including scanning, photography, and digital processing.
- Cataloging and description of archives and artifacts
- Rehousing archival materials and artifacts into Museum grade preservation storage containers
- Assist with facilitating online access to research material.
- Assist with tracking project progress.
- Research and write occasional social media and/or longer form articles highlighting aspects of the project and notable items digitized.

### **PRIMARY QUALIFICATIONS:**

- Moderate level of technological experience and competence.
- Strong writing and research skills.
- Ability to work independently, as well as part of a team.
- Strong organizational skills and attention to detail.
- Reliable form of transportation to get to job site.

#### ADDITIONAL ASSETS:

- Experience with Adobe Creative Suite and other digitization related software an asset.
- Experience with museum artifacts or archives an asset.
- Post-secondary archival studies courses or diplomas would be an asset.

#### CONDITIONS OF EMPLOYMENT:

1. Must be legally eligible to work in Canada.
2. Must have a clear certified criminal record check.
3. Must sign a confidentiality agreement.

#### WORKING CONDITIONS:

1. Physical Demands: This position possibly involves physical exertion produced by the incumbent in carrying out the responsibilities of the position beyond a standard office environment. The position requires the occasional ability to lift 5 kg above one's head, crouching, lifting, carrying, and manual labor related tasks. It also involves extended time sitting and standing.
2. Environmental Conditions: This includes conditions in the work environment that have potential for negative physical impact on the incumbent. Regularly cleaned office environment though some archival materials may be in a state of decay and as such may smell.
3. Sensory Demands: Sensory demands are intense; incumbents will be required to use touch, sight, and hearing to perform their duties on a regular basis.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation may be requested by the Red Rock Historical Society Inc. should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

**APPLICATIONS:**

Resume with cover letter emailed or mailed to:

Mr. Brian Davis, Chair  
Red Rock Historical Society  
P.O. Box 420  
Red Rock, ON P0T 2P0  
[b.l.davis@shaw.ca](mailto:b.l.davis@shaw.ca)

DEADLINE: June 9, 2023

The Red Rock Historical Society is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

We appreciate your interest; however, only those selected for an interview will be notified.

**About the Red Rock Historical Society:**

The Red Rock Historical Society Inc. was formed in 2000 and was incorporated as a “not-for-profit charitable organization” in November of 2001. The motto of the Society is “Dedicated to the preservation of the past for the enrichment of the future”. The purpose of the organization is to collect and preserve artifacts of historical significance related to the rich and diverse history of Red Rock. The collection will be digitally archived and available for the public to request access. The Society’s organizational structure consists of a Board of Directors which includes a Chairperson, Vice- chairperson, Secretary, Treasurer, and the following volunteer positions: Archival Manager, Publicity and Website Manager, Membership Chairperson, and Volunteers Chairperson. Meetings are held monthly and are open to all holding membership in the Society. An Annual General Meeting is held during the fiscal year, usually in December, and the Election of Officers is held at this meeting.