EMPLOYMENT OPPORTUNITY

Aanischaaukamikw is the cultural centre for the ten Cree communities of Eeyou Istchee in Northern Quebec. This major new facility is located in Oujé-Bougoumou, QC, a community of 700 persons. Aanischaaukamikw is a multi-purpose cultural entity, bringing together regional cultural programming for the Cree Nation for all to share on-site and throughout the communities. Aanischaaukamikw is presently seeking a:



Digitization Catalogue Assistant

We are seeking a Digitization Catalogue Assistant to catalogue digitized archives based at our cultural institute in Ouje Bougoumou. The Digitization Catalogue Assistant will work as part of our Collections team, and will help maintain ACCI's professional archival standards according to our policies and procedures.

QUALIFICATIONS, ABILITITIES AND EXPERIENCE

- Experience with computer software programs.
- Interest in Eeyou history and culture.
- Excellent oral and written skills.
- Analytical and problem solving skills.
- Computer skills.
- Ability to multitask and meet deadlines.
- Knowledge and experience of Eeyou entities and their administrative systems is an asset.
- Full training will be provided.

PRINCIPAL RESPONSIBILITIES

The main objective of this project is to increase local, regional, national and international access to our unique archival holdings making content available on digital platforms like our soon to be public online collections database [cree.minisisinc.com]. Our archival content includes material from Cree individuals, Cree entities, projects from fieldwork within our communities by community members, external researchers and corporations. This content is distinctive to our institute and as such, is of enormous importance for researchers from the region and outside.

We already have an online platform to showcase the digitized content. This project will digitize materials to add content to this resource. Our estimate analogue holdings (to date) 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.

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 Aanischaaukamikw Cree Cultural Institute 205 Opemiska Meskino Ouje Bougoumou, QC GOW 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.