



Job posting: Archives Technician

- Job title: Archives Technician (1 position)
- Location: Bishop's University, Sherbrooke, Quebec
- Wage: \$17.75/hour, 35 hours/week
- Dates: May 13, 2024 to August 30, 2024

The [ETRC](#) is looking for an enthusiastic and autonomous student, passionate about history, to work in its accredited Archives Department. The student will work directly with the organization's staff and benefit from professional mentorship. This is a [Young Canada Works in Heritage Organizations](#) project.

Job description

This job consists of preserving, organizing, digitizing, and spotlighting archival documents attesting to the history of the English-speaking communities of the Eastern Townships. Tasks include the processing and digitization of historical records, and the preparation of social media posts and a small exhibition using material from the archives.

Young Canada Works criteria

- Be registered as a high school, college, CEGEP or university student;
- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment;
- be registered in the [YCW online candidate inventory](#).

Qualifications

- Be a student in document and archives management, or history, or a related program;
- be fluent in English with a good knowledge of French;
- possess good research and writing skills;
- able to work autonomously;
- previous archival experience an asset.

As an equal opportunity employer, the ETRC encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women.

How to apply

- Submit your CV and cover letter to Ms. Jazmine Aldrich by Wednesday, April 24, 2024, 11:59pm.
- By mail: Eastern Townships Resource Centre, 2600 College Street, Sherbrooke, QC, J1M 1Z7
- By email: etrc2@ubishops.ca