ROAAr Goodman Internship

ROAAr combines McGill’s Rare Books and Special Collections, the Osler Library of the History of Medicine, the Visual Art Collection, as well as Archives & Record Management. As such, it serves as a powerful laboratory for not only the Humanities and Social Sciences, but also the Sciences and Medicine. In an era of digital information, our world-class holdings in these collections enrich, differentiate, and distinguish the institution itself. The ROAAr Goodman internship will provide the successful intern with the opportunity to engage with these extraordinary materials, to contribute to the work of these four units, to be a part of fomenting new research, and to develop communication and outreach skills. The internship is designed to develop entrance-level professional skills for students interested in careers in library, archives, curation, and records management. The intern will gain in-depth practical and research experience while working with materials in Rare Books & Special Collections as well as an overall understanding of operations across all four ROAAr units.

SITE OVERVIEW

Rare Books & Special Collections

Rare Books and Special Collections was established in 1965 and is the second largest library at McGill with approximately 750,000 bibliographic items. It develops, maintains, and makes accessible research collections in the humanities, social sciences, and the sciences. It provides a supervised reading room for researchers, reference services, and the newly renovated Colgate room is a media-equipped seminar room for classes, public lectures and events situated right at the heart of the library. RBSC gives and hosts classes, mounts exhibitions, and organizes symposia, and promotes the treasures of their collections through a successful Instagram account.

SCOPE

Working with the McGill Library’s Rare & Special Cookbook collection, under the supervision of the Head of Rare Books and Special Collections along with the Associate Dean (ROAAr), the intern will have the opportunity to work in a variety of documentation, description, curation, and event management projects.

The McGill Library’s rare culinary collection is among the strongest and most diverse in Canada. These unique cookbooks, manuscript recipes and other cookery-related materials dating back as early as the 16th century allow modern students and researchers to immerse themselves in smells and tastes from decades and centuries past.

Cookbooks are storehouses of information about our adjustment to other cultures, our travel patterns, our stories, our rituals and celebrations, our unique dietary patterns, our generational links, our communal institutions and much more. Cookbooks not only provide insight to cultural history through the foods people had access to and chose to eat, but are often among the few sources where women and minority groups appear as a target audience for historical print media.
Duties/Responsibilities:

- Under the supervision of librarians and Associate Dean Nathalie Cooke, create a comparison between McGill’s ROAAr cookbook holdings and those held by other universities, catalogues and bibliographies.
- Assist in curating and planning a cookbook exhibit to be displayed publicly in the McGill Library during the 2018-19 academic year.
- Assist with cataloging and promoting discoverability of new acquisitions of cookbooks and archival material under the supervision of the Senior Director of Collections Services.
- Under the supervision of librarians, plan event, select material, and develop communications plan for a celebratory cuisine-based event for the fall of 2018, provisionally entitled “Treasures for my Children: A Celebration of Montreal Jewish Cuisine and Culture.” The event will feature materials selected from the Rare cookbooks collection and involve a guest speaker.

Cross-unit ROAAr activities:

- Orientation to ROAAr and the units (at beginning of programme), a tour and overview of the work of each unit.
- Half-day job shadow spent working in operations in each ROAAr unit.
- Intern presentation, end of August. The intern will formally present his or her major work to an audience of ROAAr staff. – to include collection description, exhibit bibliography, poster presentation.

Deliverables:

- weekly work logs
- comparison report on the status of McGill’s Cookbook collection
- A performance/progress evaluation will be provided twice during the internship, at midpoint, and upon completion
- The intern will prepare a poster presentation summarizing the project, collection, and progress to be presented at the intern conference at the end of the project.
- The intern will have completed a social media outreach project, with the help and supervision of the Library communication team.

Qualifications:

- Students in history, cultural studies, literature, or Information Studies or with knowledge and interest in Canadian heritage and food culture
- Excellent communication skills written and spoken
- Ability to work independently within a larger team
- Excellent interpersonal skills
- Excellent organizational and research skills
- Knowledge of MS Office (Word, Outlook, Excel)
- Experience in the Cultural heritage sector an asset
- Previous library experience an asset
- Knowledge of social media maintenance and communication (Instagram) an asset
McGill University is committed to diversity and equity in employment. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons’ with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.

Eligibility:
- Open to undergraduate students enrolled in full or part-time studies at McGill who will be returning to McGill for 2018-2019
- Minimum CGPA of 3.3

Reporting to:
Head Librarian, Rare Books & Special Collections.

Location: McGill University, Rare Books & Special Collections, 4th Floor McLennan Library Building, 3459 McTavish Street, Montreal, Quebec H3A 0C9

Duration: A term of ten weeks, between June 1, 2018 – August 31, 2018

Remuneration:
- Internship is valued at $4,861.25 over ten weeks.
- Schedule: Full time 35 hours/week
- Costs: Housing and relocation costs are not subsidized.

Posting Dates: Application Deadline: 15 February 2018
Posting Date: 29th January 2018

How To Apply:
Please send a single PDF accompanied by a letter of interest and curriculum vitae by email to: jacquelyn.sundberg@mcgill.ca

Please Note: We that all applicants for their interest, however only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.