

Internship Opportunity with 78TH FRASER HIGHLANDERS Summer 2024

POSITION:	Intern - Research
LOCATION:	Montreal, QC. Hybrid internship: intern is expected to be at the host organization office location (with a specified number of days in the office determined by the host organization).
DESCRIPTION OF HOST ORGANIZATION:	The 78th Fraser Highlanders is a not-for-profit historical association which conducts research on the Highland soldiers of the Seven Years' War in North America, many of whom stayed or came back to Canada and the USA in the late 18th century. These soldiers formed the foundation of the Scottish community in Canada. The association has extensive archives, no paid staff but access to professional archivists and historians. This group initiated this research more than 50 years ago
INTERN'S DUTIES AND RESPONSIBILITIES:	Indexing archival documents and conducting research. - Making data entries (FileMaker Pro) on the soldiers as found in the archives by the interns and the other researchers/historians, which will be web accessible. - Assist with public information requests based on this regiment and period. <i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i>
HOST ORGANIZATION REQUIREMENTS:	<ul style="list-style-type: none"> - Student in history or with knowledge and interest in Canadian history. - Excellent communication skills. - Ability to work independently. - Excellent interpersonal skills. - Good organizational and research skills. - Knowledge of MS Office (Word, Outlook, Excel). - Experience in the museum sector or with museum volunteers and volunteering as an asset. - Student will need to bring their own laptop
HOURS:	25 hours a week
DATES:	11 weeks starting May 6, 2024. (Dates to be finalized with host organization)
RENUMERATION:	\$4,400 issued to the intern through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings
APPLICATION DEADLINE:	February 11, 2024
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A., MSW) - Minimum CGPA of 2.7* - Returning full-time to McGill in the same program in the fall semester following the internship - Fulfill Faculty of Arts requirements as outlined in the Interns Handbook https://www.mcgill.ca/arts-internships/resources - Provide proof of medical insurance for duration of internship
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL REQUIREMENTS:	Pre-Departure Orientation is mandatory for students applying to internships that require travel outside of Canada. You will be required to download the certificate of completion in your application.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATIONS:	Finding suitable lodging during the internship is the responsibility of the intern.
ENTRY REQUIREMENTS:	Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations. <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>

Please Note:

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.

We will get back to you shortly after the deadline if you are selected for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s). Students who do not receive offers will be notified on a rolling basis as decisions are made.