



Internship Opportunity with BLACK WATCH MUSEUM AND ARCHIVES 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 Black Watch (Royal Highland Regiment) of Canada is Canada's oldest Highland regiment, formed in 1862 by Montreal's Scottish community. The Regiment has a remarkable history, including service in the Boer War, World War I (where it had 3 battalions and won 6 Victoria Crosses), World War II, peace keeping and peace-making operations, and in Afghanistan. The Regiment has accumulated what is considered the best Regimental archives in Canada, used by many researchers. The archives are operated by a small, part-time team, and located in the Black Watch Armoury, Bleury Street at President Kennedy.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Indexing archival boxes (input into an excel spread sheet or database) and conducting research under the supervision of the curator/ archivist. - Helping with information requests. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
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 CAD 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 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:	<p>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.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

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.