Position: Archival Processing Assistant for Fur Trade collections

Location: Downtown

Dept: McGill University Libraries

Building: REDPATH Library Building

Wage: $16.45/Hour

Winter Session: 5 hours per week (average) for 8 weeks of work.

Archival Processing Assistant for Fur Trade Collections. As part of a successful digitization grant, “The North West Company Fur Trade Digital Collection,” the student hired would assist the cataloguer for archives and special collections during a period of approximately two months in inventorying and creating description for archival collections related to the fur trade. The library has recently been awarded a grant to describe and digitize its archival holdings of the North West Company and related material. Collections to be described by the student include the Thomas Blackwood Collection, North West Company Agreements, and the James Stanley Goddard Papers. The student will create standards-based enhanced description of these collections and add them to the library’s Archival Collections Catalogue. The student will receive training in our local cataloguing practices, the archival management software, AtoM (Access to Memory), and in proper handling of fragile and unique archival materials. The student will also be trained to perform basic preservation tasks to stabilize archival materials.

Required Skills: Attention to detail. Familiarity with Canadian archival standards and RAD (Rules of Archival Description) is desirable, but we will also consider applicants with knowledge and background in relevant areas of history, Indigenous Studies, and/or Canadian Studies. We will provide all necessary training. This is an excellent training opportunity for a graduate student interested in pursuing a career in archives or other cultural heritage. Please include your ID number in your cover letter and send your c.v.

Contact Person: Please submit your cover letter and curriculum vitae, clearly indicating the position name, to Student-employment.library@mcgill.ca