

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

**ARCHIVES INTERN**  
(June 25 to November 23, 2024)

<b>JOB ID:</b> C29-24	<b>LOCATION:</b> 936029 Airport Road, Mulmur, ON
<b>JOB TYPE:</b> Temporary Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on March 8, 2024

Reporting to the Archivist, the Archives Intern will gain experience working on public outreach, inventory of archival records, and digitizing & collecting film negatives.

**What we can offer YOU!**

- A competitive hourly wage of \$21.37
- Eligible to enroll in OMERS pension plan.
- Access to Perkopolis; discount, reward, and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

**What you'll do**

- Assist in inventory, cleaning and proper rehousing of private donations and municipal transfers, including encapsulation and folder making.
- Work with the Archives database (PastPerfect), Museum Software to inventory and catalogue artifacts in the "Photographs – Flat Storage" collection.
- Assist in outreach tasks for the Collection the Community Project, including staffing the community "scanning days" table (creating and later cataloguing born-digital records), developing and presenting a hands-on component of the "Archiving your Home" workshop.
- Prepare archival focused posts for social media channels and/or write material for website purposes.
- Digitize and catalogue a selection of film negatives.
- Other duties as assigned

**What you'll bring**

- Post-secondary graduate (last 24 months) with intent to work in the archival, library or other information management studies field; museums and history; not-for-profit sector, government, or communications.
- Good organizational, time management, verbal and written communication skills, ability to prioritize, meet deadlines, problem solve, and handle multiple duties and interruptions effectively.
- A friendly, courteous personality, who is comfortable speaking to members of the public and representing the Museum of Dufferin offsite.
- Ability to self-motivate, problem-solve and work collaboratively.
- Ability to read handwritten documents and cursive writing.
- Must be able to lift and move artifacts, up to 20 lbs.
- A valid Ontario "G" driver's license (public transportation is not available)

Note: This position is subject to the receipt of a Young Canada Works (YCW) grant. YCW applicants must be under 30 years of age, Canadian Citizens or Permanent Residents, and a recent post-secondary graduate.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca) with the subject line: "MoD: Archives Intern".

As an organization, the Museum of Dufferin (owned and operated by the County of Dufferin) has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 5, 2024. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.