



## **Collections Assistant, JCCC Heritage Department**

**Duration:** 13.8 weeks

**Work Schedule:** 9:30am - 5:00pm | Monday to Friday, 7 hours per day

**Start and end dates:** May 27, 2024 to August 29, 2024 (note that the dates given on the Young Canada Works website are incorrect)

**Wage:** \$19/hour

**Language of Work:** English

NOTE that due to Young Canada Works funding criteria, the successful candidate must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- meet the specific eligibility criteria of the program to which you apply;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment;
- not have another full-time job during the YCW work assignment
- have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment;
- and intend to return to studies during or after the YCW work assignment

Join the team of the largest Japanese cultural organization outside of Japan!

For 60 years, the Japanese Canadian Cultural Centre (JCCC) has served as the gathering point for the Japanese Canadian community and for those of non-Japanese ancestry who have an interest in things Japanese in the Greater Toronto Area (GTA). The JCCC, through its Heritage Department, is committed to collecting, documenting, preserving, and sharing the history of the Japanese Canadians. The Heritage Department mandate is to introduce the culture, history, and legacy of Japanese Canadians to all Canadians while creating a tribute to the history of the Nikkei community and their contributions to the building of our nation.

The Collections Assistant's key responsibilities will be:

- To complete digitization and description of photographs, documents, and books from two assigned collections into the pre-existing digital database. Assist with appraisal, rehousing, and minor conservation treatment of collection when necessary;
- To complete transcriptions of 4 hours of oral history interviews from the [Sedai Oral History Collection](#) as well as data entry of description and metadata of interviews into the database;
- To assist with research, identifying, and preparing material from assigned collections for inclusion in an upcoming exhibit;
- To prepare outreach/promotional materials for the project which will be published on the JCCC's website, JCCC monthly publications, and social media platforms.

**Candidate Profile:**

This position is suitable for students pursuing post-secondary education in the fields of museum and curatorial studies, archival studies, Canadian history, and library and information technology studies. Studies in anthropology, sociology, Asian Canadian studies and art history are also applicable.

**Required skills of the successful candidate:**

- Strong computer skills, including familiarity and ability to use Office software, specifically Word and Excel; demonstrable experience with database software a definite asset (e.g. Filemaker)
- Excellent written and verbal communication skills with fluency in English – successful candidates will be working closely and collaboratively with volunteers and staff
- Strong attention to detail, with strong organizational skills

The ideal candidate has a strong interest in preserving community histories – particularly Japanese Canadian history – community archiving and pursuing a career in the heritage or cultural sector. Knowledge of Canadian history and Japanese Canadian history is an asset. Familiarity with the Rules of Archival Description, preservation, and conservation is also an asset. Experience with exhibition mounting (gallery and/or museum) is also an asset.

The Collections Assistant may also be asked to assist with major cultural community activities organized by the JCCC and the Heritage Department. They will gain a good sense of the collections and daily work at the Japanese Canadian Cultural Centre via Heritage Department related operations and activities.

*Cover letters and accompanying resumes are requested via email with a subject line of “JCCC Collections Assistant”, to [heritage@jccc.on.ca](mailto:heritage@jccc.on.ca). Applications must be submitted by 4:00pm on Wednesday May 8, 2024. Interviews will take place on May 22<sup>nd</sup>. Only successful candidates will be contacted.*