

**Job Title: Collections Assistant, Japanese Canadian Cultural Centre**

**Duration: 12 weeks**

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

**Start and End dates: May 24, 2021 to August 12, 2021**

**Language of Work: English**

**NOTE:** following criteria set by funding sources, the successful candidate must be:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment;
- have been a full-time 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 full-time studies in the semester following the YCW work assignment.

### **Project & Job Objectives:**

For over 50 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 Heritage Department exists “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 Japanese Canadian Cultural Centre and the Nikkei National Museum (NNM) with a shared mandate to honour, preserve, and share Japanese Canadian history for a better Canada, embark on a new joint project to preserve and make accessible records that recognize the activities and achievements of Japanese Canadian women. This joint project brings to light the strength, resilience, and contributions made by business women, writers, photographers, women’s associations, academics, activists, and more, including Canada’s first female Asian Canadian judge, Dr. Maryka Omatsu. The work undertaken by the JCCC’s Collection Assistant in a team environment will work to preserve photographs, textual records, and moving images through digitization, description and long-term preservation and make accessible these records online, in the classroom, and through exhibits. The two organizations will jointly publicize the project through local and national news outlets, online through virtual programming, and across multiple websites and social media platforms.

The Collections Assistants will focus on four main responsibilities: 1) the scanning, cataloguing, and data entry of photographs and documents; 2) transcribing oral history interviews from the Sedai Oral History Collection; 3) assist with the preparation of a virtual exhibit and 4) support for online outreach for project assigned.

The digitization and description of the Maryka Omatsu Collection and Sedai Oral History Collection will increase digital accessibility of those collection through the public database. These records will join the JCCC online archives database (nikkeimuseum.org) – an ongoing project in concert with the NNM. The completion of these projects will lend considerable progress and available material to the Heritage Department as they are concurrently assessing educational programming at the JCCC, with consideration for curriculum requirements. Materials in the JCCC archives are actively and regularly used not only for display, but also for educational programming purposes. Once catalogued and entered into the database, items may enter regular rotation for educational programs.

The transcription of oral history in the Sedai Oral History Collection is part of the JCCC Heritage Department's long-term preservation plan. The Sedai Oral History Collection is made up of 750 hours of moving images and sound stored in both physical tapes and digital copies. The preservation plan includes rehousing all Sedai physical tapes and storage of digital copies in multiple formats that adheres to the Library and Archives of Canada standards. The transcripts completed by the students will be made available to the public on the JCCC's Sedai webpage (<https://jccc.on.ca/heritage/sedai>).

The Collections Assistant may also be asked to assist with major cultural community activities organized by the JCCC and the Heritage Department.

### **Description of Tasks:**

The Collections Assistant's main tasks will be:

To complete digitization and description of 110cm of textual records from the Maryka Omatsu Collection into the pre-existing digital database in collaboration with the Nikkei National Museum and Cultural Centre in Burnaby, B.C.

To complete transcriptions of 8 hours of oral history interviews from the JCCC's Sedai Oral History Collection.

To assist with identifying and preparing material from the Maryka Omatsu collection for inclusion in an upcoming virtual exhibit.

To prepare 10 promotional content for the project which will be published on the JCCC's website, JCCC monthly publications, and social media platforms.

To gain a good sense of the collections and daily work at the Japanese Canadian Cultural Centre via Heritage Department related operations and activities, particularly small museums and gallery management, which is fundamentally and predominantly volunteer initiated.

### **Employability Skills:**

The successful candidate will acquire skills and experience in archival work in ensuring preservation and accessibility as well as museum standards and policy, database software, and museum collections arrangement and storage with respect to the Maryka Omatsu Collection through its digitization. Their work with textual records and oral history will enable further accessibility by community and academic researchers to the JCCC collection, as well as the continued creation of educational programming. They will also gain experience in exhibit planning through their assistance with the virtual exhibit resulted from this project. Any records completed by the student (which are searchable online) within our database will be used as the basis for upcoming exhibits and displays in the Moriyama Nikkei Heritage Centre, which is comprised of a historical exhibit space, a library, a ceremonial tearoom, a gallery space, the Nikkei Heritage Resource Centre (utilized by staff and volunteers as a work and meeting space), additional archive storage space, Heritage offices, and central JCCC administrative office spaces. They will gain experience in strategic planning, problem solving, and leadership skills under the direction of JCCC Heritage staff. The setting will provide experience in cultural diversity, how a historic site operates, working in a team, and the importance of preserving history for future generations.

### **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 and sociology are also applicable.

#### **Required skills of the successful candidate:**

- Strong 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

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.

Cover letters and accompanying resumes are requested **via email** with a subject line of "JCCC Collections Assistant", to Manager of Heritage and the Sedai Project, [suyenc@jccc.on.ca](mailto:suyenc@jccc.on.ca). Applications must be submitted by 5:00pm on Wednesday May 5th, 2021.