

Job Title: Digital Archives 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.”

Increasingly, Canadians are looking for more than just a physical visit to museums and cultural institutions. Online content is in high demand and will continue to be so for years to come. Integral to good online content are excellent photographs and an understanding of how online exhibits work. The work undertaken by the JCCC's Digital Archives Assistant, in a team environment, will include using and improving existing photographs, textual records, and moving images, as well as creating new records through digitization, description and long-term preservation, to create a digital exhibition about the collections housed at the JCCC. These records and exhibition will be made accessible online, in the classroom, and to the general public. The work of the Digital Archives Assistant will be publicized online through virtual programming, and across multiple websites and social media platforms.

The Digital Archives Assistant will focus on four main responsibilities: 1) the photographing and data entry of artefacts and oversized documents in the JCCCs

various collections; 2) assist with the preparation of a virtual exhibit; 3) transcribing oral history interviews from the Sedai Oral History Collection and 4) support for online outreach for project assigned.

The photographing and data entry of oversized documents within the JCCC collections will increase digital accessibility of those collections through the public database. These records will join the JCCC online archives database (nikkeimuseum.org) – an ongoing project in concert with the Nikkei National Museum. The work completed on this project 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 photographed, 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. Preservation master files as well as its duplicates are stored in three locations: on the JCCC's Heritage server (on QNAP NAS); a back-up of the JCCC's Heritage server set up off-site in a secured remote data centre in Markham, ON which performs back-ups daily; and external hard drives stored on-site. 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 Digital Archives 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 a project of improving the photographic record for at least 100 items currently within the JCCC collections.

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

To assist JCCC staff with creating an online exhibition centered around the history of how the JCCC came to have the items within its collections.

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 JCCC collections 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)
- Familiarity with the Rules of Archival Description (RAD)
- 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

- High proficiency with digital photography

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 Digital Archives Assistant", to Manager of Heritage and the Sedai Project, suyenc@jccc.on.ca. Applications must be submitted by 5:00pm on Wednesday May 5th, 2021.