

## **Heritage Research and Collections Assistant**

### **Japanese Canadian Cultural Centre Heritage Department**

**Duration:** 13 weeks

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

**Start and end dates:** May 26, 2025 to August 22 2025

**Wage:** \$19.50/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 Heritage Research and Collections Assistant's key responsibilities will be:

- Conducting research for exhibits and other outreach material and providing exhibit support, including, but not limited to:
  - Creating the layout, selecting material, and writing interpretive text for a display on the 80<sup>th</sup> anniversary of the Hiroshima bombing
  - Assisting with focus groups and interviews to create exhibit content; assisting with workshops on oral histories
  - Researching material in the assigned collections via the database, to identify appropriate display material (photographs, artefacts, and documents),
  - Conducting secondary source and archival research for exhibits as well as Heritage-focused newsletter articles

- Assisting with the writing of interpretive exhibit text
- The transcription and description of 6 hours of oral history interviews from the Sedai Japanese Canadian Legacy Oral History Collection;
- The scanning, cataloguing, and data entry of photographs, documents, and books from one assigned collection (approximately 45 cm of photographs, documents, and books).
- To assist with in person outreach and promotional content 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
- Strong research skills; experience with archival/historical research is highly desired
- Experience writing exhibit text and planning a museum exhibit an asset
- Experience with social science research, qualitative interviewing, oral histories, and/or focus group facilitation will be an asset

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.

The Heritage Research and 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.

**Please note that the availability of this position is contingent upon receipt of grant funding.**

Cover letters and accompanying resumes are requested via email with a subject line of “JCCC Heritage Research and Collections Assistant”, to [heritage@jccc.on.ca](mailto:heritage@jccc.on.ca). Applications must be submitted by 12:00pm on Wednesday, April 30, 2025. Please refer to Job Posting #55245.

**Applications submitted only through the YCW portal and not by email will NOT be considered.**  
Only successful candidates will be contacted.