

## **Heritage Assistant**

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

**Duration:** 26 weeks

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

**Start and end dates:** September 29, 2025 to March 27, 2026

**Wage:** \$22.50/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;
- be a college or university graduate (certificate, bachelor's, master's or doctorate).

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. In the Fall of 2025, we will be actively migrating digital files from our Sedai Oral History Collection into a digital preservation system and archiving digitized audiovisual files for long-term preservation

### **Description of Tasks:**

The Heritage Assistant will focus on 5 main responsibilities:

- 1) the scanning, cataloguing, and data entry of photographs, documents and books from two collections (approximately 200 cm of records);
- 2) ensuring the completion and consistency of past volunteer and student archival work;
- 3) the transcription and description of 8 hours of oral history interviews from the Sedai Oral History Collection;
- 4) the review and reorganization oral history interview files in accordance with the JCCC Heritage Department's long-term digital preservation plan;
- 5) assisting with archival research for exhibits and public-facing newsletter articles,, under the guidance of Heritage staff.

The Heritage Assistant may also be asked to assist with major cultural community activities organized by the JCCC and the Heritage Department as part of outreach work.

**Candidate Profile:**

This position is suitable for recent graduates of post-secondary education in the fields of museum and curatorial studies, archival studies, Canadian history, and library and information studies. A Master of Information (MI) degree is a definite asset.

**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)
- Familiarity with the Rules of Archival Description (RAD)
- Knowledge of or experience with digital preservation is a strong asset
- 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
- Proficiency in Japanese is an asset but not required.

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.

Cover letters and accompanying resumes are requested via email with a subject line of “JCCC Heritage Assistant”, to [heritage@jccc.on.ca](mailto:heritage@jccc.on.ca). Applications must be submitted by 11:59pm on August 10th, 2025. Please refer to Job Posting #55247.

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