JAPANESE CANADIAN CULTURAL CENTRE
カナダ日系文化会館

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 20, 2026 to August 18, 2026
Wage: $20/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 over 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).

People of Japanese heritage have been immigrating to Canada in search of opportunity, experience and a better life for almost 150 years. They bring with them a wealth of history and tradition which continue to thrive and evolve in Canada today, despite periods of prejudice and hardship. This history and experience, is collected and preserved by the JCCC Heritage Department through artefacts, fine art, sound and moving images, books and archives which are shared and activated through exhibitions, research and as a community resource as we strive to learn more about our interconnections to today's diasporic reality.

The Heritage Research and Collections Assistant's key responsibilities will be:

- To complete the digitization, cataloguing, and data entry of 2-3 collections of textual and/or photographic records (approximately 120 linear cm)
- To review and reorganize files from newly-digitized oral history interviews (creating preservation master, access preservation, and access copies), following the JCCC's long-term preservation plan and Library and Archive Canada standards.
- To complete transcriptions of 12 hours of oral history interviews from the JCCC's Sedai Oral History Collection as well as data entry of description and metadata of interviews into the database
- Research and exhibits work:

- Conducting secondary source and archival research (including image and oral history research) for upcoming exhibits
- Assisting with the writing of interpretive exhibit text
- Conducting archival research, pitching, and writing an article for the JCCC's quarterly publication.

Candidate Profile:

This position is suitable for students pursuing post-secondary education in the fields of museum and curatorial studies, archival studies, heritage management, Canadian history, and library and information technology studies. Studies in anthropology, sociology, and Asian Canadian studies 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, Collective Access, PastPerfect)
- 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
- Strong research skills
- Experience with archival, historical, or social science research will be an asset.
- Experience and/or interest with audiovisual records is 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, digital 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 "Heritage Research and Collections Assistant", to heritage@jccc.on.ca. Applications must be submitted by 12:00pm on Wednesday, April 22, 2026. Please refer to Job Posting #55301.

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