

## Archival Assistant

### Japanese Canadian Cultural Centre Heritage Department

**Duration:** 8 weeks

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

**Start and end dates:** May 20, 2026 to July 12, 2026 (flexible)

**Wage:** \$20/hour

**Language of Work:** English

NOTE that due to Canada Summer Jobs funding criteria, candidates must:

- be between 15 and 30 years of age **at the beginning** of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

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 Archival Assistant's key responsibilities will be:

- To complete the digitization, cataloguing, and data entry of textual and/or photographic records
- 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 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
- To assist in the preparation of files for ingest into Archivematica (digital preservation system) following the Open Archival Information System model.
- To support research initiatives, for example conducting secondary source and archival research for upcoming exhibits.

**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 digital preservation methods, workflows, and applications (e.g. OAIS, Archivematica) is a strong 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 Archival 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 “Archival Assistant”, to [heritage@jccc.on.ca](mailto:heritage@jccc.on.ca). Applications must be submitted by 12:00pm on Wednesday, April 22, 2026. Please refer to Job Posting #55302.

Only successful candidates will be contacted.