

Heritage Assistant – Research and Policy 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 9, 2026 to March 9, 2027 (flexible)

Wage: \$23.50/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 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.

In the Fall of 2026, we will focus on the digital preservation of our Sedai Oral History Collection, an at-risk audiovisual collection. The Sedai collection's mandate is to collect and preserve oral accounts of Japanese Canadian life, including of internment. From 2025 - 2026, we are engaged in a large-scale project to expand, digitize, and preserve this collection. The Heritage Assistant – Research and Policy will support this crucial work through migration of catalogue records into an upgraded Collections Management System and migrating audiovisual data to a Digital Preservation Platform. Their work will ensure that these valuable oral histories, which shed light on a dark period of Canadian history, can be used for the future.

The Heritage Assistant – Research and Policy will also research and support the development of new policies, specifically a trauma-informed archival policy and a digital preservation policy and support exhibit development through archival research.

The Heritage Assistants – Research and Policy’s key responsibilities will be:

- To lead the research and development of a trauma-informed archival policy and a digital preservation policy (in consultation with Heritage Staff).
- To audit, augmenting, and verify accuracy of 100 public facing Sedai catalogue records to the upgraded Collections Management System
- To migrate the preservation master copies of approximately 30 interviews to the Permafrost digital preservation system, following the Open Archival Information System model.
- To complete digitization, description, and data entry of 1-2 collections (approximately 120 cm of photographs, documents, and books) into our CMS
- To complete transcriptions, description, and metadata entry of 4-6 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

Candidate Profile:

This position is suitable for recent graduates of post-secondary programmes in the fields of museum and curatorial studies, archival studies, Canadian history, and library and information 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)
- 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 with academic research and policy development will be an asset
- Experience and/or interest with audiovisual records is an asset
- Excellent interpersonal skills
- Demonstrable knowledge and interest in Japanese Canadian or Canadian history is an asset
- Experience with oral histories and transcription 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 Assistant – Research and Policy 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.

Cover letters and accompanying resumes are requested via email with a subject line of “JCCC Heritage Assistant – Research and Policy”, to heritage@jccc.on.ca. Applications must be submitted by 12:00pm on Wednesday, July 22, 2026.

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