

# Sisters of Charity - Halifax

## Audio/Visual Assistant

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Program stream:	Young Canada Works in Heritage Organizations
Job title:	Audio Visual Assistant
Organization name:	Sisters of Charity of Saint Vincent de Paul, Halifax
Job location:	Halifax, Nova Scotia
Length of assignment:	2018-05-22 to 2018-07-31 (10 weeks)
Hourly wage:	\$16.00

The Sisters of Charity - Halifax Congregational Archives has a 10 week opportunity for an Audio Visual Assistant. Under the supervision of the Congregational Archivist, the Audio Visual Assistant will process a collection of cassette tapes in the backlog of audiovisual materials in the Sisters of Charity - Halifax Congregational Archives.

The mandate of our Congregational Archives is to identify, collect, preserve and organize materials pertaining to the history, spirit and growth of the Sisters of Charity - Halifax. These include not only the official papers of past administrative officers, but also material reflective of the life and works of the Sisters as individuals across Canada, the United States, Bermuda, Peru, and Dominican Republic.

### Duties include:

1. Orientation to the Sisters of Charity-Halifax Congregational Archives, including the scope of the mandate of the archives and appraisal guidelines, training on handling audio-visual materials and operating equipment, and an introduction to reference materials such as institutional histories and biographies of Sisters to provide context for the cassette tapes.
2. Training in descriptive standards and database software to catalogue the audio cassettes.
3. Appraisal, weeding, and description of cassette tapes.
4. Rehouse cassette tapes, as needed.
5. Make recommendations on cassette tapes suitable for migration and / or digitization.

The ideal candidate would be a current student with an interest in Nova Scotian or women's history; or an interest in audio visual materials. The candidate should possess advanced communication skills in English and should be familiar with MS Office suite. The candidate should be comfortable working collaboratively in a team as well as independently.

This position is funded via the Young Canada Works program. Please note that in order to be eligible for the position an applicant:

- must be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- have been a full-time student (as defined by their educational institution) in the semester preceding the YCW assignment; and
- intend to return to full-time studies in the semester following the YCW assignment.

### Application deadline: April 20, 2018

Please send cover letter and CV by e-mail to: Mary Flynn, Congregational Archivist [mflynn@schalifax.ca](mailto:mflynn@schalifax.ca) or apply directly online at: <https://young-canada-works.canada.ca>