



Kitchener Public Library

Digital Project Archivist, Grace Schmidt Room of Local History

November 20, 2024

Information Services

\$28.98 - \$33.60 per hour

Part-Time Contract Position – approximately 18 hours per week, (days, evenings and weekends as required) beginning January 2025 until April 2025

Who we are

Kitchener Public Library welcomes our community to engaging spaces where people connect, ideas flourish and lives are transformed. Our values are a reflection of who we are and what we strive for as a library.

The principles of equity, inclusion and belonging are present in all that we do. Everything from our spaces to our services is designed to value diversity, foster belonging and respect individual needs.

What we offer

- Comprehensive benefits
- Reliable pension
- Learning and development
- Innovative culture
- Paid time-off



**Comprehensive
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**Reliable
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**Learning and
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**Innovative
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**Paid
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What you will do

This Digital Project Archivist position is supported by the Edna Staebler Legacy Fund held at Kitchener Waterloo Community Foundation. The position holder will support a project that seeks to provide increased online access to the F60 Greater Kitchener-Waterloo Chamber of Commerce fonds. They will verify the accuracy of the existing finding aid, and digitize, upload and catalogue the collection's photographs to the Library's digital platform, using best archival practices to support this work. They will prepare and present a program that highlights the newly uploaded photograph series and help select relevant content for social media to publicize the program and discoveries in the collection.

In this role you will:

- Review and verify the contents of the existing finding aid, check box contents, box numbering, and box locations, and update the finding aid accordingly, including the addition of digital image series
- Create a detailed inventory of the photograph collection for staff and customers
- Ensure the safe storage, labelling, and required formats of the photograph series
- Upload and describe the digital image collection to the Library's online digital platform, using best archival practices
- Engage the public with programming and the development of content for social and digital media platforms

What you bring

- Completion or current enrolment in a post-secondary degree or diploma program in archival science, archival management or a related field
- Experience in a library, archives, or similar environment

How to apply

If you are interested in this position, please send your resume and application form to Human Resources via resumes@kpl.org by **Saturday, November 30, 2024**.

Please quote **Digital Project Archivist, Grace Schmidt Room** in the subject line. To print a copy of our application form, go to kpl.org/jobs.

Accommodations are available upon request for applicants with a disability.