Mount Allison University

J.E.A. Crake ArtsWork Intern(s)

Mount Allison University Archives invites applications from interested students for the position of J.E.A. Crake ArtsWork Intern(s). This is a term appointment to ideally commence in November 2018 and conclude by March 31, 2019.

Duties:

Reporting to the University Archivist, the J.E.A. Crake ArtsWork Intern is responsible for project-based work that will include the processing of the papers of former Mount Allison University – Department of Music professor, Michael R. Miller. The work plan includes: records selection, arrangement and description, and potentially digitization. The successful candidate will also be required to support the preservation and re-housing of this accrual of archival records in support of the teaching and research missions of the University. This work will be undertaken in consultation with the Mount Allison University – Department of Music who will provide guidance and support of the work being undertaken.

The work of the J.E.A. Crake ArtsWork Intern will enable access to, discovery of, dissemination and promotion of the Michael R. Miller fonds. The incumbent(s) will undertake the arrangement and description of archival records in all formats acquired by the Mount Allison University Archives, the preparation of a findings aid, and additions to the descriptions database. The J.E.A. Crake ArtsWork Intern may be asked by the University Archivist to assist with digital initiatives directly related to these records.

Qualifications and requirements:

Qualifications for this position include a G.P.A. of 3.0 or higher, demonstrated abilities and / or interest in archival work. The successful candidate must possess excellent oral and written communication skills, a strong public service-centered philosophy, the ability to work in a collegial environment, and a keen interest in developing specialized archival skills.

The position will ideally be for between 4 and 8 hours a week or alternatively can be shared by two students for approximately 4 hours a week each. The rate of pay is $15.00 an hour. The job posting deadline is Monday, November 12th, 2018 at 4 pm. A letter of application, curriculum vitae, and the names and contact information of one / two referees should be sent to:

David Mawhinney,
Archivist
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Sackville, NB E4L 1C6
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