



The Cobourg and District Historical Society Archives

The CDHS Archives invites applications for one temporary position as an **Artifact Inventory Clerk**.

Position: Under the direction of the Archivist, the candidate will photograph and store artifacts, assist in conservation efforts, and enter and maintain an artifacts database.

Eligibility/Qualifications: this position is funded through the Government of Canada's Young Canada Works (YCW) program. As per YCW program criteria, to be eligible, candidates must:

- be legally entitled to work in Canada
- be between 16 and 30 years of age at the start of employment.
- be a Canadian citizen or permanent resident or have refugee status in Canada
- be willing to commit to the full duration of the work assignment.
- not have another full-time job (over 30 hours a week) while employed with YCW.
- have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job.
- Intend to return to full time studies in the semester following the YCW job.

We are seeking a self-starting student with a proven interest, experience and ability with computer applications and digital photography.

Job Duties include, but are not limited to:

- The transcription of print textual documents into an online database.
- Scanning and indexing of photographs and text.

Duration: 30 hours per week for 8 weeks. **Anticipated start date:** July 6, 2009

Salary: \$9.50 per hour.

Applications: Please submit cover letter and resume **by 5:00 p.m. June 19, 2009** to:

Ciara Ward, Archivist

via **email** at: archivist.cobourg@bellnet.ca

In **person** during our open hours: Monday—Wednesday 2pm-5pm, Friday 1-4pm
or by **mail** to the CDHS Archives, P.O. Box 911, Cobourg ON, K9A

We thank all those who apply, but only those who are selected for interviews will be contacted.