

**Job Opportunity
for a Recent Master of Library Studies or Master of Museum Studies (or equivalent) Graduate**

**Digital Services Intern
Canadian Research Knowledge Network**

Location: The position requires the successful candidate to live in the Ottawa/National Capital Region for the duration of the internship.

Wage: \$24/hour

Hours of work: 35 hours/week, Monday-Friday

Length of internship: 16 weeks, anticipated work period will begin in early September (to be determined based project timelines and candidate's availability). The internship must be completed no later than March 31, 2020.

About Canadian Research Knowledge Network

The Canadian Research Knowledge Network (CRKN) is a partnership of Canadian universities, dedicated to expanding digital content for the academic research and teaching enterprise in Canada. Learn more by visiting the CRKN website: <https://www.crkn-rcdr.ca/>

Are you eligible to apply?

This internship is funded by Canadian Heritage's Young Canada Works (YCW) program (<https://young-canada-works.canada.ca>). To be eligible to apply for this internship, you must be:

- a Canadian citizen or a permanent resident, or have refugee status in Canada;
- legally entitled to work in Canada;
- between 16 and 30 years of age at the start of employment;
- 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;
- an unemployed or underemployed college or university graduate;
- a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- not receiving Employment Insurance (EI) benefits while employed with YCW;
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

Our ideal candidate:

CRKN is recruiting for a recent Master of Library Studies (MLS/MLIS) or Master of Museum Studies (MMSt) or equivalent graduate with a background or interest in communications, metadata creation, or the preservation of and access to Canadian heritage content. Our ideal candidate would have an interest in learning more about licensing resources for libraries and in exploring a non-traditional career path for librarians and museum specialists. As a national, not-for-profit, we are also looking for a service-oriented individual who is interested in working with academic librarians and archivists across Canada.

The project:

The Digital Services Intern will work alongside CRKN's Member and Metadata Services and Communications and Engagement teams on member and stakeholder-focused digital projects. Under the supervision of the Manager, Member and Metadata Services, the Intern will support the delivery of tools and services, and enhance CRKN's online engagement through social media and website content. The Intern will also contribute to the development and maintenance of the Canadian National Digital Heritage Index and may work on digitization projects, metadata creation, cataloguing, and bibliographic research.

The Intern will be involved in the planning and support of the 2019 CRKN Access to Knowledge Conference, scheduled for October 16 to 18, 2019: <https://www.crkn-rcdr.ca/index.php/en/2019-crkn-access-knowledge-conference>.

The benefits:

CRKN will contribute to your employability by providing a rewarding work experience and unsurpassed networking opportunities with our Canadian members and external stakeholders. CRKN will facilitate a job shadowing opportunity at an academic library, encourage you to attend local networking and professional development events, and provide job search support.

The ideal candidate will possess the following qualifications of education, experience and skills:

Degree required: MLS/MLIS degree or MMSt Master of Museum Studies/Master of Heritage and Museum Studies degree or equivalent.

Language: Fluent in English, basic French (bilingualism is considered a strong asset)

Skills:

- Communications and social media experience (including website content, blog and article writing, social media strategy)
- Experience with website content management systems
- Experience with event coordination would be considered an asset
- A keen attention to detail and desire to constantly improve
- Ability to work independently
- High level of initiative and strong sense of ownership to achieve results for the overall organization
- Superior customer relationship management skills
- Capability to be a team player with demonstrated ability to adapt to changing environments and multiple deadlines
- Ability to work well under pressure with discretion, tact and good judgement.
- Expertise with metadata would be considered an asset.
- Experience in the Galleries, Libraries, Archives, and Museums (GLAM) sector is highly desirable

How to apply:

To apply, please send a cover letter and resume (as a single PDF) to Jason Friedman, Manager, Member and Metadata Services (jfriedman@crkn.ca) by August 23, 2019.

To be eligible to be hired for this internship, the successful candidate must be registered with the Young Canada Works Candidate Inventory. Please go to young-canada-works.canada.ca to register.

CRKN is an equal opportunity employer, with policies and practices intended to build an inclusive and accessible work environment.