



Canadian Research
Knowledge Network

Réseau canadien
de documentation
pour la recherche

**Job Opportunity
for a Recent Master of Library Studies, Master of Archival 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 Canada and work remotely 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 November (to be determined based on project timelines and candidate's availability). The internship must be completed no later than March 31, 2020.

About Canadian Research Knowledge Network

For our member organizations and the diverse communities they serve, CRKN empowers researchers, educators, and society with greater access to the world's research and Canada's preserved documentary heritage, now and for future generations.

We deliver value to academic libraries, heritage organizations, and knowledge seekers within Canada in the following ways:

- Represent our membership in large-scale licensing and content acquisition activities
- Collaborate to expand and enrich the digital knowledge ecosystem in Canada and the world
- Advocate for fair and sustainable access to public research and content
- Support the digital infrastructure required to preserve and access critical Canadian content
- Mobilize our membership to transform scholarly communications 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 graduate of a Master of Library or Information Studies (MLS/MLIS), Master of Archival Studies, or Master of Museum Studies (MMSt) or equivalent program with a background or interest in records management. Our ideal candidate would have an interest in learning more about heritage services and licensing resources for libraries, and in exploring a non-traditional career path for librarians and museum

specialists. As a national, not-for-profit corporation, 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 Director of Operations to implement a records management strategy. Following the combination of Canadiana.org and CRKN in April 2018, management identified the need for a comprehensive records management strategy that would reflect CRKN's role as a heritage organization. With the support of a records management consultant, The Digital Services Intern will support the Records Management Consultant by conducting research, gathering staff input, and collaborating with the management team to draft and execute a records management plan. The Intern may also participate in activities related to the Canadiana platform and services.

The benefits:

CRKN will provide a rewarding work experience and unsurpassed networking opportunities with our members and external stakeholders from across the country. CRKN will facilitate an online job shadowing opportunity at an academic library, encourage you to attend virtual 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, Master of Archival Studies, or equivalent.

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

Skills:

- Records management expertise
- Experience with website content management systems
- A keen attention to detail and desire to constantly improve
- Ability to work independently
- High level of initiative and strong sense of ownership of their work and drive to achieve results for the organization
- 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 October 16, 2020.

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.