



Digitization Project Assistant Student Position

The Thorold Public Library is embarking on a digitization project with the following community partners: Niagara Peninsula Branch of the Ontario Genealogical Society, Local Architectural Conservation Advisory Committee (LACAC-Heritage Thorold), the Thorold Museum Board & Thorold Historical Society and Thorold Tourism.

The goal of the project is to preserve Thorold's rich history and make it easily accessible to the community.

The Digitization Project Assistant will have the opportunity to learn about, execute, and improve the Local History's digitization practices under the direction of the Library Technician and the Public Services Librarian. In addition, the student will work with stakeholders to ensure value-added Local History digital archives for the community.

Reports to:	Chief Librarian
Salary Range:	\$17.00 per hour
Start Date:	February 21, 2023
Hours of Work:	Part Time up to 35 weeks

Qualifications:

- Intermediate computer skills, including Microsoft Office and G-Suite
- Experience working with Photoshop
- Experience with databases
- Excellent interpersonal and communication skills
- Proven organizational, leadership and planning skills
- In College/University, pursuing post-secondary studies in libraries, museums, archives, genealogy, history, content management or knowledge management

Responsibilities:

- Scan individual pages from archived newspaper clippings and other assigned artifacts and photographs
- Edit scanned images in Photoshop and ensure they are high resolution for the website

- Create a filing structure for all scanned items
- Create a descriptive paragraph for each item
- Assign metadata to each digital item
- Assist in developing a controlled vocabulary to assign tags to each item, making them searchable
- Maintain participation statistics
- Other duties consistent with job responsibilities

A valid Ontario Driver's license and access to a vehicle is an asset.

Interested candidates are invited to submit their detailed resume and cover letter to the Chief Librarian, Joanne DeQuadros, via jdequadros@thoroldpubliclibrary.ca. This position is open until filled. **Only those applicants selected for an interview will be contacted.**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Library will provide accommodation to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform the Chief Librarian of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.

Posted: January 19, 2023