



## Employment Opportunity

# Digitization Project Assistant

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Grant Stream: Young Canada Works in Heritage Organizations

Employment Duration: January 2, 2024 to March 29 2024 (350 hours for a duration of 13 weeks)

Some evenings and Saturdays required

Hourly Rate: \$17.00 per hour

Location: Thorold Public Library, 14 Ormond St. N. Thorold, Ontario L2V 1Y8

About Thorold: Thorold Public Library serves a vibrant and growing community of over 23,000 residents. Thorold is located centrally in the Niagara Region and is known for the Welland Canal's Twin Flight Locks where ships climb the mountain. Each year thousands of tourists visit these locks. Thorold is also home to the Niagara Regional Government Offices.

Job Summary: Aid in the digitization of local history

Eligibility: Must meet all YCW eligibility requirements:

- Be legally entitled to work in Canada
- Be a Canadian citizen permanent resident or have refugee status in Canada
- Be between 16 and 30 years of age at the start of employment
- Be registered in the YCW candidate inventory
- 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 in the semester preceding their job with YCW; and
- Intend to return to full-time studies in the semester following their job with YCW

### **Education:**

University or college student, pursuing post-secondary studies in libraries, museums, archives, genealogy, history, content management or knowledge management

### **Skills and Competencies:**

Qualifications:

- Intermediate computer skills, including Microsoft Office and G-Suite

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- Experience working with Photoshop
- Experience with databases
- Excellent interpersonal and communication skills
- Proven organizational, leadership and planning skills

### 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](mailto: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.

Submit resume and cover letter to:

Joanne DeQuadros, Chief Librarian  
Thorold Public Library  
14 Ormond St. North  
Thorold, ON L2V 1Y8  
Or by Email: [jdequadros@thoroldpubliclibrary.ca](mailto:jdequadros@thoroldpubliclibrary.ca)