

INDIGENOUS ARCHIVES ADVISOR INTERNSHIP

The Archives Society of Alberta (ASA) is a professional association which strives to create a cohesive and engaged archival community by providing its members with the opportunities for professional assistance, continuing education, awareness initiatives, online presence and other services that the provincial archival community requires to assist the people of Alberta, Canada, and the world in experiencing the province's unique archival heritage.

The ASA is working towards meeting the needs of Alberta's Indigenous communities to develop archival programs and to offer an Indigenous Archives course. The Indigenous Advising project is an extension of ASA's current advising services. Reporting to the ASA's Executive Director/Archives Advisor, the Indigenous Archives Advisor will be responsible for:

- Assisting Indigenous communities with their archival needs
- Developing course material for a pilot Indigenous Archives course
- Establishing relationships with various Indigenous communities in Alberta
- With ASA's Archives Advisor, informing communities of general archival practices as needed
- Researching and compiling a report on Indigenous archives needs in Alberta
- Travelling throughout the province
- Team-work with Executive Director/Archives Advisor

Qualifications:

- A degree in archival studies, information studies, history or Native studies or equivalent training
- Interest in archives and information management
- Understanding of archival principles and standards is an asset
- Experience in Indigenous protocols is an asset
- Valid Driver's License

Location: Edmonton, Alberta

Compensation: \$22/hour. The position is full-time temporary for four months of employment.

Deadline: June 4, 2018

How to apply: Please send your resumé and covering letter to Rene Georgopolis, Executive Director/Archives Advisor, reneg@archivesalberta.org or 407-10408 124 St NW, Edmonton, AB T5N 1R5.

Please note that this internship is partially funded by Young Canada Works and applicants are required to meet their criteria as well: <https://www.canada.ca/en/canadian->

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[heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html](#)