



JOB OPPORTUNITY

Digitalization technician

Position type: Temporary, contractual

Duration: June to August 2023

Schedule: 40h/Week

Location: Requires travelling on the Anishinabe territory

Available positions: 2

Salary: to be discussed

At the heart of Anishinabe AKI, Minwashin is a non-profit cultural organization whose mission is to support, develop and celebrate the arts, the language and the Anishinabe culture. As a young organization, Minwashin wishes to anchor its development and actions on the territory in which it is involved, the Anishinabe AKI. Acting in the Anishinabe arts and culture fields, we aim for consistency and the stowage of our vision to the cultural realities and to the Anishinabek specific needs.

Minwashin launched the virtual library **Nipakanatik** to preserve and gather as many archive documents and Anishinabek heritage elements as possible, to share them in an ethical and respectful manner to document the nation's history and culture.

Job description

Role: As part of a digitalization tour, technicians must digitize archival elements directly in the communities and collect the right information about each of them. Technicians will have to travel on the Anishinabe territory with our mobile scanning laboratory. The recreative vehicle (RV) is provided to the workers to ensure the needs accommodation and scanning location.

Tasks and responsibilities:

- Perform the scan and control the quality of the digitalized documents;
- Carry out filing of the digitalized documents and archived files;
- Enter in the computerized database system various data related to the documents;
- Record all archives donations interviews;
- Have the donors sign the donation contract;



Tasks and responsibilities (continuing):

- Host cultural and archival mediation activities and popularize the digitalization process;
- Offer advice about preservation and conservation of analogue archives;
- Support the team in data entry;
- Maintain good communications with all the cultural bearers;
- Carry out all related tasks as needed.

Desired skills and abilities

Education: College degree or certificate in archival science, document management or information technology. A background in digitalization will be considered an asset.

- A valid driver's licence is mandatory;
- Handle tools with precision;
- Understand how the scanning tools work;
- Excellent teamwork;
- Good communication with the project managers;
- Good priority management;
- Good quality of spoken and written French and English;
- Autonomy and initiative.

Having a good knowledge of the field, the culture and the Anishinabe history will be considered an important asset.

To apply, send your application by email to caroline@minwashin.org

Application deadline: May 9th, 2023 at 4 PM.

Only those selected for an interview will be contacted. For equal competence, the application of an Anishinabe person will be preferred.