

## Digital Collection Intern Job Posting

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| <b>Position Title:</b> | Digital Collection Intern                                          |
| <b>Department:</b>     | County of Brant Public Library                                     |
| <b>Location:</b>       | Paris Branch                                                       |
| <b>Reports to:</b>     | Director, Community Innovation                                     |
| <b>Status:</b>         | 16-week contract; 30 hours per week (funded by Young Canada Works) |
| <b>Start Date:</b>     | November 2, 2026                                                   |
| <b>End Date:</b>       | February 26, 2027                                                  |
| <b>Pay Rate:</b>       | \$22.00 per hour                                                   |

### General Purpose

Reporting to the Director, Community Innovation, the Digital Collection Intern will assist with documenting the history in the County of Brant. Responsibilities include the organization and scanning of various historical documents for inclusion in the community Digital Historical Collection and indexing of materials. Planning of public programs on conducting historical research as well as topics related to the local history of the area will occur. The successful candidate will be an efficient, detail-oriented individual with strong research skills, knowledge of archival best practices, and an interest in promoting local history within a rural community.

### Responsibilities

- Expand the County of Brant Public Library Digital Historical Collection found at <http://images.ourontario.ca/brant> by documenting local history on topics such as local organizations and service groups, historical buildings, family histories, and cemetery transcriptions
- Scan and upload to the Digital Historical Collection digitized photographs, historical accounts, and other material that builds the story of the community's past such as land deeds, ledgers, and journals
- Prepare tutorials and workshops that empower residents to conduct their own historical research
- Create online exhibits and in-person programs on topics documenting the local history of the County of Brant and social media campaigns to promote them
- Update existing metadata to aid public with searching the Collection
- Encourage community participation in local history preservation by emphasizing importance of historical documentation and digitization through hosting scan and share days
- Review physical local history materials in the Library's possession and make recommendations for deaccession

### Skills

- Excellent written and spoken English language skills
- Able to work well both independently and as part of a team.
- Must hold a valid driver's license and have access to a vehicle for regular travel in the County of Brant
- High level of comfort interacting with and doing presentations for the public
- Good knowledge of archival and museum practices including indexing
- Excellent computer skills and comfort with technology
- Experience with digital technologies and image manipulation

### Education and Experience

- Successful candidate must be a recent college or university graduate and under 30 years of age in accordance with Young Canada Works internship hiring criteria
- Students of Master of Library Science, Museum Studies or General History are preferred.

### How to Apply

Please send a copy of your résumé with covering letter to:

Gary Jermy  
Director, Community Innovation  
County of Brant Public Library

By mail: 12 William Street, Paris, ON, N3L 1K7

By fax: 519-442-7582

By email: [gary.jermy@brant.ca](mailto:gary.jermy@brant.ca)

**The application deadline is Thursday, October 15 at 5:00pm.** We thank all applicants and advise that only candidates being interviewed will be contacted.

The County of Brant Public Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.