



JOB POSTING

Posted: April 14, 2025

Closed: April 25, 2025

OPL #05-2025 Oral History and Heritage Research Assistant – Internship

Under the direction of the Manager, McLaughlin Branch or delegate, the intern will assist the Local History Librarian with conducting oral interviews with long-time community members and elders to gather memories to be shared with the community through multiple means. (transcribed in print / oral recordings / podcast episodes). This position will also assist with the research and gathering of information to build large display posters that will travel between the four branch locations during the upcoming year showcasing specific historical information about local community events, locations, prominent families and businesses from Oshawa.

Reports to: Manager, McLaughlin Branch

Hours: 560 hours total. Up to 35 hours per week (including Saturday and evenings)

Internship: In partnership with Young Canada Works in Heritage Organizations, this is a short-term internship as an Oral History and Heritage Research Assistant at the Oshawa Public Libraries.

Hourly Rate: \$17.50 per hour

Start Date: May 2025

General Description of Duties:

- Assist in developing an Oral History toolkit based on best practices
- Liaise with community partners and marketing staff to identify and attract potential participants
- Coordinate scheduling and locations for interviews
- Assist in conducting and recording interviews and troubleshooting technology issues
- Transcribe, archive, and upload content to online platforms
- Create finding aids to aid in accessing content
- This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

Skills and Abilities required:

- Strong customer service and communication skills.
- Advanced computer competency.
- Demonstrated research skills.
- Proficient in the use of MS Office software currently in use in the work area.
- Attention to detail; high degree of accuracy; numeracy, analytical and problem-solving skills.
- Ability to establish and maintain effective working relationships.
- Ability to engage with members of the public with sensitivity, patience and courtesy
- A Criminal Record Check satisfactory to the Employer is required.

Physical skills and working conditions:

This position requires extensive keyboarding, handling of books and materials, and pushing and pulling book trucks.

Required Qualifications & Education:

An eligible student must qualify through Young Canada Works for this position. An eligible student would be enrolled in a Library focused Master's program, a Library Technician Diploma program, a bachelor of Arts with a focus on History, or equivalent education with the intent to return to school full-time the following semester. The candidate must be a Canadian citizen, permanent resident or have refugee status in Canada. Strong interest and or experience in history, archives, cataloguing and public services in a public library setting is an asset.

Applicants must also meet the eligibility requirements of the Young Canada Works in Heritage Organizations. Information on eligibility through this program can be found through the following link:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

How to Apply:

Interested applicants are requested to submit a current resume and cover letter to hr@oshawalibrary.on.ca quoting "YCW Oral History and Heritage Research Assistant". Only those selected for an interview will be contacted.

Applicants are also required to create an account through Young Canada Works to participate. Please use the following link: <https://young-canada-works.canada.ca/Account/Login> to sign up. Once signed up you will be required to submit a candidate profile and search for the Oral History and Heritage Research Assistant position with the Oshawa Public Libraries and "Express interest in this job".

Diversity, Equity and Inclusion:

The Oshawa Public Libraries is committed to a barrier-free recruitment and selection process. We uphold our values of diversity, equity, inclusion and anti-racism in the delivery of our services and in our workplace. The Oshawa Public Libraries encourages applications from all applicants, including members of groups with historical employment barriers to equity, this is including but not limited to, Indigenous, Black and Racialized groups, People with Disabilities, Women and Persons within the 2SLGBTQ+ Community.

Accommodation:

The Oshawa Public Libraries is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The Oshawa Public Libraries will provide accommodations throughout any stage of the recruitment and selection and/or assessment process to applicants with disabilities, please make them known when contacted by Human Resources. Personal information provided is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.