



DIGITAL ARCHIVES ASSISTANT SUMMER STUDENT POSITION

The Brantford Public Library enhances the quality of life in our diverse community. We invest in valuable experiences, resources, and services, in a welcoming and equitable environment for all.

The Library understands the importance of the community's past and ensures that the history of the City of Brantford, Brant County, and Six Nations is preserved in a community archive for future generations to access. The Library also understands how many valuable community memories and assets risk being lost forever if not digitized and stored in a findable format.

Building on a rich local history and genealogy collection, the Library aims to ensure the community's history is safely preserved and easily accessible. The objective is to preserve Brantford's history and ensure it is accessible to community members, students, City employees, researchers, and anyone interested in the area's history.

The Digital Archives Assistant will play a pivotal role in enhancing our digital community archives. This position focuses on the preservation of significant historical artifacts, including those from the World Wars provided by the Canadian Military Heritage Museum and the Chamber of Commerce. The role extends to support the digital archival efforts of the Six Nations Public Library, emphasizing the preservation of Indigenous materials and histories.

We are seeking an enthusiastic and detail orientated individual to continue to maintain our Digital Archive. This role will involve scanning historical physical assets, editing them, and adding necessary metadata and contextual background. This position will also assist in maintaining the controlled vocabulary for the digital archives, ensuring good content management practices for the organization; cleaning up the Library's genealogical Index, ensuring names and dates are entered consistently; and will have the opportunity to engage with the public through outreach to connect community members to Library services and drive participation in the Digital Archives.

Finally, the student will also provide limited support to the Library's summer reading desk, where kids and families report the books they've read through the summer.

Reports to: Manager – Library Resources

Salary: \$20.84/hour

Dates: May 4, 2026 to August 21, 2026 (subject to change)

Hours of Work: Maximum of 35 hours per week. Monday to Friday with flexibility for occasional evenings and Saturdays as required.

Qualifications

- Intermediate computer skills, including Microsoft Office (i.e. excel and access)
- Experience working with Adobe Photoshop
- Experience with databases
- Pursuing post-secondary studies in libraries, museums, archives, genealogy, history, content management or knowledge management
- Awareness of cross-cultural environments

Responsibilities

- Scan individual pages from archived newspaper clippings and other assigned artifacts and photographs
- Spend a dedicated portion of hours working on Six Nations Public Library archives, including collaboration to ensure culturally respectful and accurate representation in digitization
- Participate in group meetings and one-on-one meetings with the supervisor as required
- 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
- Maintain and contribute to the controlled vocabulary of the Digital Archives
- Define Birth, Marriage, Death Index data standards
- Clean up data in Birth, Marriage, Death Index
- Assist children and families in registering summer reading
- Attend community outreach events
- Maintain participation statistics and prepare reports at the end of summer
- Other duties consistent with job responsibilities

Key Competencies

- Communication skills
- Interpersonal skills
- Planning and organization
- Teamwork and relationship-building
- Attention to detail

Application Instructions:

Please apply with your cover letter and resume, as one PDF file, by email to hr@brantfordlibrary.ca no later than Friday February 27, 2026 at 5:00pm. While we sincerely appreciate the interest of all applicants, only those selected for an interview will be contacted.

Successful completion of a Vulnerable Sector Police Check is required as a condition of employment.

Young Canada Works Eligibility

Based on funding received from the Young Canada Works Program, the criteria listed below may apply and will be requested during the interview stage of recruitment.

- You are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- You are legally entitled to work in Canada (have a valid social insurance number);

- You are between 16 and 30 years of age inclusively at the start of employment; and
- You are a high school, college, CEGEP or university student.

Brantford Public Library is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.