

YCW Student Jobs (positions sponsored by the Government of Canada)



Audio-Visual Collections Assistant

Audio-Visual Resource Centre
School for Studies in Art and Culture
Carleton University, Ottawa, ON
carleton.ca/avrc

Duration of job: 4 days/week in August, then part-time during Fall and Winter terms (August 2, 2022 - March 31, 2023)

Hourly wage: \$17.50

The Audio-Visual Resource Centre at Carleton University is looking for two dedicated and reliable upper-level undergraduate or graduate students studying art and architectural history, film studies or music to assist with various projects, including editing and describing digital media assets, the evaluation of legacy analogue collection materials, digitizing audio/visual resources and developing on/off-line mini exhibits. The candidate must be detail-oriented, have excellent command of the English language, and work well individually and as part of a team.

Qualifications:

Education: Minimum of 8 combined credits in art and architectural history, film studies or music

Computer skills: Familiarity with database principles and software, digital media creation and editing software

Language proficiency: English oral (Advanced); English written (Advanced); French reading (intermediate)

Eligibility: Candidate must be legally entitled to work in Canada, be a Canadian Citizen, permanent resident or person granted refugee status in Canada. They must have registered in the YCW on-line candidate inventory and meet the eligibility criteria of the YCW Summer Work Experience Program.

Carleton University encourages participation of the Government of Canada's job equity groups (i.e. women, visible minority, Aboriginal). Carleton University also encourages participation of persons with a disability.

Description of tasks:

- Add new digital media objects according to local workflow processes and ensure they are discoverable in local digital media management system.
- Assist with data cleanup based on series of database queries.

- Capture analogue material using a computer with digital capture software and related analogue players, a professional grade digital camera and copy stand, a flatbed and a dedicated film/slide scanner, edit resulting material using professional media editing software.
- Curate on or off-line mini exhibit: Determine a theme for a mini exhibition based on choice of media, subjects and resources involved, and their suitability to the differing natures of on or off-line exhibition. Research chosen theme(s) and items for display. Plan and prepare virtual or physical display of material and compose accompanying texts.
- Determine the quality and source of images captured on 35mm slides; search for equivalents or acceptable alternatives in subscription based, local or Creative Commons image databases; remove and deaccession those which are either readily available elsewhere or of poor quality; create detailed notes of this process for consultation at later stages of the project.
- Produce descriptive database records for new digital media objects, ensuring that applicable and appropriate metadata standards are consistently applied; establish new authorities as needed. These tasks frequently involve doing research in order to find and/or verify information, i.e. searching out relevant source material in books, scholarly journals and authoritative web-based resources; devise notes and additional access points in order to provide different approaches to an item.

Deadline: Please submit resumé and cover letter to address provided below by July 17th 2022.

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