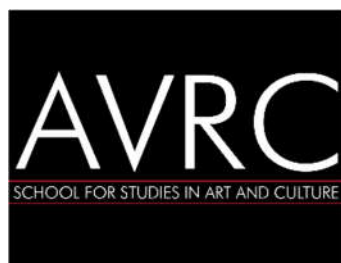


## YCW Student Summer Jobs (positions sponsored by the Government of Canada)

### Audio-Visual Collections Assistant

#### Job Location:



Audio-Visual Resource Centre  
School for Studies in Art and Culture  
460 St. Patrick's Building  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6  
[carleton.ca/avrc](http://carleton.ca/avrc)

**Duration of job:** 12 weeks full-time or 16 weeks full and/or part-time depending on start date (May 27, 2020 – April 2021)

**Hourly wage:** \$15.25

The Audio-Visual Resource Centre at Carleton University is looking for two dedicated and reliable upper-level undergraduate or graduate students studying art and/or film history to assist with various projects, including the evaluation of legacy 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 and film studies.

**Computer skills:** Familiarity with database principles and software, digital cameras and media 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:

**Cataloguing:** Produce descriptive cataloguing and classification for resources in various media, ensuring that applicable and appropriate metadata standards are consistently applied; establish new name

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.

**Curation of 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.

**Digital Capture and Processing:** 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; upload master files to a multi-media server, ensuring all necessary metadata has been captured; keep detailed log of material being processed, noting any difficulties or inconsistencies and keeping track of the material as it progresses through the various stages of the acquisition process (using existing forms).

**16mm Film Evaluation and Deaccessioning:** Determine the film stock type and the physical state of the films and search for their availability in other media from various sources; remove and deaccession those that are too physically deteriorated to be projected or transferred to a digital medium; rehouse and re-label films that are to be kept which are in corroding metal cans; move those that will benefit from cold storage to the fridge; fill out print evaluation forms and update database records to reflect any changes, errors or inconsistencies.

**35mm Slide Evaluation and Deaccessioning:** Determine the quality and source of the 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.

**Deadline Extended:** Positions open until filled. Review of applications beginning May 18th, 2020. Submit resumé and cover letter to address provided below.

Attn. Nancy Duff  
Supervisor, Audio-Visual Resource Centre  
460 St. Patrick's Building  
School for Studies in Art and Culture  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6  
[nancy.duff@carleton.ca](mailto:nancy.duff@carleton.ca)