

## YCW Summer 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](http://carleton.ca/avrc)

**Duration of job:** 14 weeks, 4 days/week (May 11 – August 13/May 19– August 20, 2026, pending funding approval through Young Canada Works)

**Hourly wage:** \$20.00

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 and/or film studies or music to assist with various projects, including the evaluation and description of analogue collection materials, digitizing audio/visual resources, describing and editing digital media assets, cleaning and enriching collections metadata, 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 is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

#### Description of tasks:

- Assist with metadata cleanup and reconciliation using small subsets of data and OpenRefine
- Capture analogue media using a computer with capture software and related analogue players, digital camera/copy stand, flatbed and film/slide scanner; edit resulting media files using specialized software;

upload master files to local media file server, ensuring all necessary metadata has been recorded; add digital images previously identified as good quality replacements for analogue images; 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 guides and forms).

- 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 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.
- 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 records for resources in various media, ensuring that applicable and appropriate metadata standards are consistently applied; establish new/alternate 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, journals, catalogues or archival records available locally or online.
- Assist with metadata enrichment through the addition of CRKN's Interim Indigenous Subject Headings and Indigenous geographical names to local Koha and Collective Access item records and authorities.

**Deadline:** Review of applications will begin April 20, 2026. Interested candidates should submit resumé and covering letter to:

Attn. Nancy Duff  
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