

## Job Details

**Position Title:** Archives Intern

**Status:** Part-time Student Appendix G contract

**Hours:** Up to 24 hours/week

**Duration:** September 2, 2025 – March 31, 2026

**Faculty/Department:** Humber and Guelph-Humber Library, Humber Archives

**Campus/Location:** Humber North Campus

**Salary:** \$17.60/hour

Occasional evenings and weekends

This is a blended position, with one day remote work per week

**Apply Via Email by August 17, 2025, to [Nadine.Finlay@Humber.ca](mailto:Nadine.Finlay@Humber.ca)**

**Subject Line: "Archives Intern"**

## About the Archives Intern Role

Reporting to the Academic Manager, Archives and LGIC, the Archives Intern is a detail-oriented and collaborative team member supporting the Humber Archives and the Lakeshore Grounds Interpretive Centre.

- Assist with the arrangement, description, and digitization of archival collections following best practices and institutional standards.
- Support the development of archival exhibitions and displays, both physical and digital.
- Conduct research using archival records, institutional documents, and secondary sources to support projects and inquiries.
- Contribute to outreach and engagement initiatives, including tours, presentations, and social media content.
- Participate in team meetings and project planning, maintaining documentation, and reporting on progress.

## About You

You are curious about the past, passionate about preserving stories, and excited to explore how archives can connect communities to their histories. You enjoy working with materials that require care and attention, and you thrive in a collaborative environment.

## Experience

- Minimum of one-year total experience in archives, libraries, museums, or related roles, including internships, coursework, and/or volunteer work.
- Demonstrated interest in archival work, history, records management, or cultural heritage.
- Familiarity with archival principles, photography, storytelling, metadata, or digitization is an asset.