The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

POSITION: Toronto Academic Library Internship (TALint) - 2nd Year

PERIOD OF EMPLOYMENT: September 2016 – August 2017

DEPARTMENT: Media Commons

QUALIFICATIONS:
• Background or demonstrated interest in circulating media holdings/media archives and special collections.
• Ability to work independently and as part of a team to complete assigned tasks within stated guidelines and deadlines.
• Strong service orientation.
• Ability to deal effectively and tactfully with the public and other staff.
• Strong communication and organizational skills.
• Accuracy and attention to detail is essential.

SKILLS:
• Familiarity with social media applications

DUTIES:
The candidate will be working alongside expert media librarians, archivists and technicians, and will have an opportunity to become familiar with the practices employed with respect to archival description, descriptive media cataloguing, and the processing procedures of purchased moving image items. Media Commons holdings include over 20,000 moving image items, over 3 million microtext items, and 90 archival and special collections. The incumbent will gain experience with the various types of materials and duties which a practicing media librarian or archivist would commonly encounter in his/her working life. The candidate will gain exposure to all aspects of the overall operations of Media Commons, as well as an overview of the role of media resources within the larger academic setting.

• Processing of/inventorying new archival collections
• Standardizing inventories of older archival collections
• Re-housing/re-labelling collections
• Carry out conservation inspections and write condition reports of archival material
• Operating various playback units for film/video/audio and being introduced to digitization standards and practices
• Contributing fonds-level descriptions for inclusion on Media Commons website and the library catalogue
• Outreach including social media posts, assisting with the planning/execution of screenings, special events

Please note, successful candidate may:
• May be required to do some work at offsite Downsview storage facility
• May be required to work in cold vault
• Has to be able to lift 40 lbs.
• Possible exposure to dust/mold

HOURS: 15 hours per week

Using the naming convention, “Last Name, First Name.TALINT.Media”, please submit your application by email to utlhr@utoronto.ca

Applications will be accepted until Monday, February 29, 2016