



Situated in the beautiful village of Knowlton in Quebec's Eastern Townships, the Brome County Historical Society (BCHS) operates a museum and archives dedicated to the preservation of historic Brome County's material, textual, and cultural heritage.

With this intent, the BCBS provides the infrastructure and programmes to deliver the learning experiences needed to educate present and future generations about the life and culture of prior generations.

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### **Job Description and Responsibilities:**

The BCBS is looking for an enthusiastic individual to fill the position of **Research Library Technician** for an eight-week project (June 28–August 20, 2021) focusing on the BCBS's extensive Library Collection including a collection of rare books.

Reporting directly to and working with the Society's Archivist, the Research Library Technician will be asked to inventory, produce bibliographic records for, and re-house the BCBS's Library Collection in the Society's newly renovated Archives Centre.

The Research Library Technician will benefit from the opportunity to carry out hands-on work in an important regional research centre, develop his or her own library-related skills, gain key project management experience, and discover the history of one of Quebec's most fascinating regions.

### **Salary & Hours**

Hours: 35 hours a week

Salary: \$15.50/hour

### **Job Requirements:**

#### *Education & Experience*

- Post-secondary (CEGEP) or university education (Information Studies or History-related fields an asset)
- Previous library experience an asset

### *Knowledge & Skills*

- Advanced written and oral communication skills in both French and English
- Knowledge of, or interest in, local and Canadian history with a particular emphasis on Quebec
- Knowledge of, or willingness to learn, library policies and procedures
- Familiarity with Microsoft Office Suite

### *Abilities*

- Work well in a team and individually
- Take initiative
- Detail oriented
- Meet deadlines
- Work in a public-facing environment
- Produce detailed reports on activities carried out

### *Conditions*

The candidate must be able to demonstrate their eligibility for the Young Canada Works program. For further details on eligibility criteria, c.f. <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html>

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### **Applications:**

Applications must be submitted via e-mail to [jreeves@shcb.ca](mailto:jreeves@shcb.ca) to the attention of Jeremy Reeves with the subject line "Young Canada Works – Museum Technician" by **5:00pm, June 21, 2021**. Please include with your application a cover letter, proof of student status, and an up-to-date curriculum vitae.

The Brome County Historical Society is committed to the principles of employment equity and to achieving a workforce that is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal Person, a member of a visible minority group, or a person with a disability.