

DAYS

THEM

THEM DAYS INCORPORATED
P.O. Box 939, Station B
Happy Valley-Goose Bay
Labrador AOP 1E0
Canada
Tel. (709) 896-8531
Fax (709) 896-4970

Archival Technician

Them Days Incorporated, a not-for-profit registered charity, is seeking an energetic individual to fill a temporary Archival Technician position for a period of 26 weeks. The candidate must be able to work well with others, and possess a sincere interest in the preservation of Labrador heritage. The Archival Technician reports directly to the Editor and Board of Directors.

Duties will include:

- Cataloguing, indexing, digitizing and filing audio and visual archival materials
- Scanning magazine into electronic format
- Transcribing taped interviews
- Indexing the old and ongoing magazine articles
- Ensuring all archival materials are backed up for safe storage
- Related duties

Qualifications: Archival training or equivalent experience and interest

This position is 26 weeks duration, 35 hours per week with a salary of \$13.00 per hour.

Please submit applications to:

Them Days
PO Box 939 Stn B
Happy Valley-Goose Bay NL AOP 1E0
Fax: (709) 896-4970
E - mail: themdays@themdays.com

Applications must be submitted no later than 4:00 pm, Friday, February 2, 2012.

We thank all those who apply; however, only those selected for an interview will be contacted