



**Young Canada Works at Building Careers in Heritage  
Archives Intern**

**City of Richmond Archives**

**September 3, 2024 to December 20, 2024**

**HOURS OF WORK: September 3 – December 20, 2024**

**35 hours per week | \$26.00/hour**

The Friends of the Richmond Archives are looking for an Archives Intern to join the City of Richmond Archives team. This is an exciting opportunity for a creative, professional, positive and organized individual to work in an established municipal archives. The City of Richmond Archives holds over 1 kilometre of textual records, 170,000 photographs, 20,000 maps and plans, and over 500 sound and moving image recordings. In addition, the Archives maintains a small reference library and collections of subject and biographical reference files.

**Project Summary:**

The job assignment includes two components, which offer the opportunity for the Intern to be exposed to different facets of work in a community archives.

**(1) History of Horse Racing in Richmond - Photograph Exhibit.**

This task will involve putting together a short photograph exhibit that focuses on the history of horse racing in Richmond. All of the records featured in the exhibit will be from the holdings at the City of Richmond Archives. This exhibit will be the first task the Intern will work on and will be featured at the Archives Tea, a community event scheduled in mid-October 2024. Following this, the exhibit will be on display in the Library Cultural Centre and will also be posted to YouTube.

**(2) Harada Family fonds**

This task will involve the arrangement and description of the Harada Family fonds.

Steveston, at the southern end of the City of Richmond, has been home to a large and active Japanese Canadian community since the 1880s. The Harada family has deep roots in Richmond, and specifically Steveston and surrounding area, dating back to 1908 when Eikichi Harada emigrated from Japan. Eikichi was born on 18 May 1892 in Ibusuke on the island of Kyushu. Eikichi was a fisherman. In 2023, Eikichi's granddaughter and family donated 13 photo albums consisting of approximately 1,200 photographs and 100 negatives (dates 1900-1970). Documenting multiple generations of the Harada extended family, their friends and work mates, this photographic record pays tribute to an entire community's strength and resilience. Researchers for generations to come will benefit from this important donation.

The task will involve the arrangement, description, (possibly some) digitization, preservation measures, and publication of the Harada family photographs. The Archives Intern will work directly with the donor to help with identification and description of the photographs. Working with an Archives donor will present a unique opportunity for the Archives Intern.

**Responsibilities:**

- Research and finalize a photographic exhibit on the History of Horse Racing in Richmond;
- Working with the record donor, the Intern will process 1,300 item level descriptions of photographs/negatives spanning from 1900 to 1970;
- Time permitting, the Intern will also create an exhibit on the Harada family fonds;
- Time permitting, the Intern will write an article for the City of Richmond Archives newsletter Archives News; and
- Undertake general archives management activities as required.

**Skills Required:**

- Great attention to detail;
- Well-developed organizational and planning skills;
- Ability to work both independently and as a part of a team;
- Ability to establish and maintain effective working relationships with both staff and volunteers;
- Computer literacy and an aptitude to work with a variety of systems (InMagic CS/Textworks, Acrobat, MS Word, MS PowerPoint);
- Demonstrated experience working with primary and secondary sources; and
- Excellent writing skills.

**Working Conditions:**

- Office environment

**Qualifications Required:**

- Graduate with a Bachelor of Arts or a Bachelor of Science
- An interest in pursuing a career in Archives, Records Management, Libraries, or Museum & Heritage services.
- Working towards a Certificate, Diploma or Masters in Archival Studies, Libraries, or Museum Studies is an asset.
- Previous work or volunteer experience with archival records is an asset.
- Must meet the YCW eligibility requirements.

Please send cover letter and resume to:

Dovelle Buie, Archivist, City of Richmond Archives

E-mail: [dbuie@richmond.ca](mailto:dbuie@richmond.ca)

Deadline for submissions is May 24, 2024 - 5:00pm.

No phone inquiries, please. Only short-listed applicants will be notified.

The Friends of the Richmond Archives Society is an equal opportunity employer and encourages all individuals who meet the Job Posting and Young Canada Works Qualifications to apply.