Position: Queen’s University Archives, History Archival Intern
Time Commitment: 7-9 hours / week (24 weeks)
Start Date: September 7, 2021.
Eligible Applicants: History MA or PhD Candidates
Position Requirements: Ability to work on-site at the Queen’s University Archives (Kingston, ON).

Position Description:
The Department of History, in collaboration with the Queen’s University Archives, is offering a graduate student internship opportunity for the period of September 2021 to April 2022. The History Archival Intern will work closely with Queen’s University Archivists on City of Kingston and early Queen’s University records. In doing so, the successful applicant will gain an understanding of archival methods, collections management, as well as digital preservation and curation. We are seeking a candidate with archival research abilities and strong writing and communication skills. Experience in digital humanities would be considered an asset.

The candidate may also be asked to supervise History undergraduate internship students who have limited experience in an archival setting, pending enrolment in History’s archival internship courses. Educational programming experience or experience supervising volunteer or student staff would be considered an asset.

Pay/Implementation for Department Funding:
This position is being offered as an alternative position to two teaching assistantships (Fall 2021 and Winter 2022). If selected for this position, you will receive the same renumeration as offered in your funding letter, however you will hold the History Archival Internship position instead of two teaching assistantships. Applications without guaranteed TAships will also be considered, however preference will be given to applicants who need a teaching assistantship or equivalent position as indicated on their funding letters.

How to Apply:
Please submit your CV and cover letter to hist.grad@queensu.ca by June 21, 2021. Your cover letter should highlight your experience with archival research and knowledge of archival studies.