



Archival Assistant Intern

Would you like to learn more about and help preserve an inclusive history of diverse feminist activism in Canada? Are you interested in connecting with a feminist community working to build a digital archive representing this history? Do you want to build on the skills and knowledge you have developed as a history student? Consider completing your Hist 512: Experiential Learning in Historical Practice placement at [Rise Up Feminist Digital Archive!](#)

About Rise Up Feminist Digital Archive

Rise Up is a digital archive of feminist activism in Canada from the 1970s to the 1990s. Our mission is to preserve original materials representing the radical grassroots history of the period and to make them accessible online to new generations of activists, students, and researchers. We strive especially to highlight the contributions of those who are too often unacknowledged, including Black, Indigenous, and Women of Colour, disabled women, immigrant women, and 2SLGBTQ2S+ persons.

Location

Rise Up is Toronto-based. However, the work is virtual so applicants can be located anywhere in Canada.

Description

The Archival Assistant Interns will be responsible for providing archival and social media support to Rise Up. The Interns will gain valuable professional archival and public history experience. They will also receive close mentorship, the opportunity to participate in and contribute to Rise Up Collective and/or Committee meetings, as well as learn more about the dynamic history and ongoing work of feminist activism across Canada.

Equity, Diversity, and Inclusion

Rise Up aspires to reflect the diversity of past and current grassroots feminist activism through our archival collection. We also aim to address barriers to equity and inclusion within our own organizational structures, membership, decision-making, and practices, and acknowledge there is still more work to be done. We encourage those who have been marginalized or excluded by systems of oppression to apply and invite every applicant volunteer to review our [Commitment to Equity, Diversity, and Inclusion](#).

Duties and Responsibilities

In general, interns will

- Assist with the development of Rise Up's online collection of archival materials, including publications, buttons, posters, and oral history interviews. This includes the following tasks:
 - Digitizing, describing, and uploading archival materials to the website
 - Maintaining good records of acquisitions through all stages
- Prepare social media posts and assist in newsletter writing

Other roles may include

- Research into educational materials and resources relevant to the Rise Up Archive
- Reviewing potential archival materials and/or other resources
- Other tasks related to Rise Up priorities

Required Skills and Experience

- Passion for gender equality issues and the history of the feminist activism and/or social movements in Canada more broadly
- Good computer literacy and familiarity with Microsoft Office and Google suites
- Effective interpersonal and teamwork skills
- Strong writing and editing skills in English
- Strong organizational and time management skills
- Ability to work independently
- Ability to maintain files and records
- Ability to follow oral and written instructions

Assets

- Experience with WordPress
- Understanding of French
- Familiarity with Slack and Canva
- Experience in social media communications