



<https://riseupfeministarchive.ca/>

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### **Archivist Assistant Intern**

#### **About Rise Up! Feminist Digital Archive**

Rise Up! Feminist Digital Archive is an accessible online archive of feminist activism in Canada from the 1970s to the 1990s. We seek to capture the vibrancy and diversity of this history in a way that is accessible to the public, particularly to new generations of activists and researchers. The Rise Up! project began in 2014 when several Toronto-based feminists active from the 1970s to the 1990s came together. Their modest plan was to digitize three socialist feminist publications, but the project quickly expanded, and we now have a wide variety of records from the women's movement in Canada on our website. The historical records available at Rise Up have proved an invaluable resource for assisting educators in their courses and for informing contemporary debates over the politics and practices, such as reproductive rights, daycare activism, the rights of Indigenous women, domestic violence, etc., all of which serve to promote social justice.

#### **Location**

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

#### **Description**

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

Rise Up is committed to employment equity and diversity in the workplace and encourages applicants from equity seeking groups. An applicant may wish to provide this information, on a voluntary basis.

### **Duties and Responsibilities**

- In general, assist with the development of Rise Up's online collection of archival materials, including publications, buttons, posters, and oral history interviews.
- Collect, organize, digitize, describe, and upload archival materials to the website
- Maintain good records of acquisitions through all stages
- Research and outreach to access new materials, particularly those reflecting Black, Indigenous, People of Colour (BIPOC) and other activists whose voices are underrepresented
- Prepare social media posts and articles for the Rise Up Newsletter
- Research educational materials and resources relevant to the Rise Up Archive
- Other tasks as assigned

### **Required Skills and Experience**

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

### **Assets**

- Experience with OCRing software
- Experience with WordPress
- Understanding of French
- Familiarity with Slack and Canva