**Job Title:** WL W22 Indigitization Assistant (1 Position)

**Job Description:**

* Developed an online toolkit manual (<http://indigitization.ca/>) specifically, for Indigenous communities in British Columbia to respond to the need for community capacity development in the conservation of a critical volume of at-risk Indigenous cultural heritage media materials.
* Coordinate the communications for the program.
* Assist the Indigenous Programs and Services librarian, and the Indigitization Steering Committee to research, design, and implement a forth coming series of online digitization teaching and learning canvas course modules.
* Create a series of virtual workshops.
* Work with the Indigenous programs and services librarian to facilitate the Indigitization equipment lending program, including monitoring the lending of equipment.
* The work learn student will help the Indigenous programs and services librarian to intake community collections, and to batch upload them into ARCA. As well the WL student will work with BCELN, Indigitization and communities to review the collections metadata and to assign culturally relevant metadata and digital protocol protections, such as Traditional Knowledge Labels to the collection.

**Work Performed:**

* Participate in Steering Committee meetings and record key decisions and action items;
* Working with the supervisor and other members of the Indigitization Steering Committee, to research online teaching and learning platforms, and how to deliver online content to a wide audience;
* Contribute to the development of online teaching and learning content for the Indigitization program;
* Update and contribute new content to the website using WordPress;
* Write a news story about the program and find suitable images from our ample collection (including editing) relevant to and appropriate for inclusion in the Indigitization blog;
* Contribute written social media content for Twitter, Tik Tok and Facebook accounts;
* Work with BCELN and the Indigenous programs and services librarian to facilitate the intake and uploading of BC Aboriginal collections into ARCA;
* Work with the Indigitization steering committee to develop a series of virtual workshops that align with the Indigitization manuals;
* Work with the Indigitization steering committee to organize an equipment lending program, including best practices, and inventorying items.
* Based on feedback from pilot project participants, make changes to the training manuals before they are released for use in community workshops.

**Supervision:** The Indigitization Program Manager will supervise the student. Some direction will also come from the Head Librarian of Xwi7xwa Library; the Research Manager and the Oral History Language Lab Coordinator at the Museum of Anthropology; and the Program Services Assistant of IKBLC, especially for tasks that require specialized technical and procedural knowledge.

**Complexity:** The position offers a full range of complexity that is well suited to the information professions (i.e., libraries, archives, and records management), education, anthropology, First Nations Studies, First Nations language revitalization, the cultural heritage management sector and is best suited for a responsive, engaged student who asks reflective and critical questions.

**Qualifications:**

**Required:**

Strong oral and written communication skills, Strong skills with MS Office and Wordpress are required, Experience with technical writing and writing for a community audience, Experience or interest in working with Indigenous Peoples, Ability to work independently and to collaborate on projects, Ability to prioritize and adapt to change.

**Desired:**

* Experience working with First Nations languages, oral histories, and/ or working with Elders
* Experience with digitization equipment and/or digital media making tools (e.g., video and/or audio recording technologies, photography)
* Experience in project planning
* Interest in online course development or online teaching and learning
* Strong skills with Adobe InDesign, Adobe Photoshop, Camtasia, and other screen capture software are an asset.

**Education Level:** This position is intended for:

• an iSchool student (MLIS or MAS or Dual) who has completed at least one semester of core courses AND LIBR 569a Information Practice and Protocol in Support of Indigenous Initiatives (negotiable if the student has taken another Indigenous topic course) OR is in the First Nations Curriculum Concentration; or

• a Graduate student in Arts, Education, or Museum Education whose research is directly related to Indigenous communities; or

• an Upper-level Undergraduate student in the First Nations and Indigenous Studies program or the First Nations and Endangered Languages program who has completed at least the coursework required for the first 3 years;

**Contribution to the University community:**

**Goals of the program:** The work completed by student librarians actively supports UBC's current Strategic Plan Goal #3 "Partner with Indigenous communities on and off campus to address the legacy of colonialism and to co-develop knowledge and relationships." The Indigitization student is crucial in the continuation of the Indigitization programs outreach to Indigenous community members and in capacity building for communities to digitize their own cultural heritage. The Indigitization student aids in supporting Indigitization activities that align with UBC’s Indigenous Strategic Plan.

**Supportive and inclusive environments:** The Indigitization program manager meets with the Indigitization student once a week for a check in to make sure that the workload is appropriate for the student, and to check in on school life. Indigitization encourages students to attend training workshops to learn about the intersections between ethnicity, sexuality, gender identity, and how those shape individual identity.

**Student Learning Components:**

**ORIENTATION & TRAINING**

While much of the Indigitization training and direction will be coordinated by the Indigenous Programs and Services Librarian, other IKBLC staff and Indigitization Steering Committee members from UBC and UNBC partners, who hold a wealth of knowledge on a diverse range of subjects, will direct some of the subject-specific project work. Some social media training will be provided via the Indigitization social media manual and the supervisor. Indigitization is a collaborative environment where questions, discussion, and innovation are encouraged. The students will be provided with access to public and non-public program files. The students will be introduced to and trained to using Microsoft Teams and will be expected to contribute to discussions between other project and program participants, share files, and create and check off their “to-dos.” Students will be oriented to accessing and responding to messages from the [in.digitization@ubc.ca](mailto:in.digitization@ubc.ca) email account and will be trained on how to schedule meetings from it using the calendar’s Scheduling Assistant. All the orientation for this position can be remotely, and check-ins with the student will be done virtually.

**FEEDBACK, ONGOING SUPPORT & REFLECTION**

The Indigenous Programs and Services Librarian will be responsible for providing ongoing feedback to the student who will be encouraged to seek clarification and assistance as needed. Regular meetings will be scheduled with the Indigenous Programs and Services Librarian and the co-supervisors, as individuals or as a team, throughout the term. These meetings will discuss progress made to date, provide an opportunity to reflect on any challenges and ideas that the students have, and assign tasks ahead.

**COMPLEMENT TO CLASSROOM LEARNING:**

The student will gain practical experience working with a wide range of staff and community participants brought together under the goal of communicating about the impacts being made in First Nations communities and Aboriginal organizations by the Indigitization program. Specific information professional experience provided by this position includes learning best practices for curating digital resources, learning about best practices, theory, and facilitation of online course content creation, learning the technical skills and theoretical background of audio cassette and other media digitization, writing for community audiences, conference planning, and digital collection curation (using photos from the program). Skills relevant to First Nations and Indigenous Studies Program, the First Nations and Endangered Languages Program, and MLIS students are project management; enhanced communication skills for a variety of channels; improved technology skills by using a wide range of online tools and resources, software and hardware; and enhanced understanding of Aboriginal community engagement work in an academic setting.

**WORKPLACE SKILLS AND PROFESSIONAL DEVELOPMENT:**

This position is ideal for a student seeking a career in the cultural heritage professions and/or in a First Nations or Aboriginal organization, especially in a community engagement and/or culture and language revitalization roles. This is an opportunity for a student to gain valuable work experience to help build their resume of professional skills and core competencies that are in demand for working with Aboriginal Peoples.

**MENTORSHIP & NETWORKING OPPORTUNITIES:**

The student will get to know other professional staff members who work in the IKBLC, which will expand the student's professional network. The Indigitization Assistant will also have the opportunity to interact with other Indigitization Steering Committee members and participate in library programs and other educational opportunities. When possible, the student may also participate in workshops, seminars, and meetings, which will introduce them to a wider range of information professionals and faculty members working in Indigenous scholarship.