

**Project Assistant
Historic Nova Scotia Project**

Position Summary:

With funding through the Culture Innovation Fund, provided through the Nova Scotia department of Communities, Culture, and Heritage, Dalhousie Libraries is looking for a Project Assistant to develop content for Historic Nova Scotia and to collaborate with other Nova Scotian cultural heritage organizations to build an exciting and engaging digital humanities/public history project.

Reporting to the Copyright/Digital Humanities Librarian, the Project Assistant is responsible for the research and development of digital exhibit stories for the Historic Nova Scotia project. For more information on the Historic Nova Scotia project, please visit [Historic Nova Scotia](#).

Responsibilities:

- Work collaboratively with Nova Scotian culture heritage organizations and project partners (Archives, museums, libraries, heritage societies, etc.) to engage in digital storytelling of public history.
- Compile digitized resources and research into short and effective stories that relate to particular historical places.
- Perform historic research, selecting existing digitized primary sources from various Nova Scotian cultural heritage organizations.
- Add standardized metadata for digitized cultural heritage objects (e.g. photographs, video, sound recordings) using the digital collection platform (Omeka).
- Engage with project partners and other project participants to effectively grow the platform and solicit ideas for appropriate stories to be featured as part of the Historic Nova Scotia project.
- Perform outreach and create promotion activities designed to raise awareness for the Historic Nova Scotia project.

Note: A valid driver's license and willingness to travel to different cultural heritage sites within Nova Scotia is a requirement for this position. Travel may be up to 3 nights' stay and will occur approximately four times per year.

Qualifications: Graduate degree in library, museum, archival studies, history/public history, or a related discipline (or equivalent combination of training and experience). Knowledge of Nova Scotia history would be considered an asset. Previous experience in cultural heritage sector (Archives, Museums, Libraries) would be considered an asset. Strong research, writing, and editing skills, including demonstrated experience in writing for web-based formats and for public audiences is essential. Experience with computer applications (word processing, databases, spreadsheet, web-based content management systems). Familiarity with metadata, especially in a culture heritage setting will also be considered an asset. Ability to work effectively both independently and as part of a team are required.

Status: 35 hours/week

Pay Scale: \$27/hour plus additional benefits

Duration: 11 months to begin May 2018

Deadline for application: April 20, 2018 at 4:00 PM

Interested parties should forward a cover letter and current CV to:

Roger Gillis, Copyright/Digital Humanities Librarian, Dalhousie University Libraries
roger.gillis@dal.ca

We thank all applicants, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect.