
ARTEXTE

Position – Information Services Assistant

Artexte Information Centre / Young Canada Works

Length of Employment: August 26, 2025 - 28 March, 2026 (31 weeks)

Salary: 20\$/hour, part-time (28 hours/week)

Supervisor: Collections Department

DESCRIPTION:

Artexte is a federally chartered, non-profit arts organization with a mandate to collect, organize and disseminate information about contemporary art from 1965 to the present, with a special emphasis on artistic practices from the territory known as Canada. The collection includes various publications that document artistic practices on a national and international scale as well as printed ephemera such as posters, pamphlets, invitation cards, press clippings, and audiovisual documents.

POSITION:

The Information Services Assistant will receive training and work under the supervision of a librarian and document technician in a unique collection of Canadian art documentation. The intern will participate in conservation and document processing, cataloging acquisitions, creation of accessible digital content, and reference services.

RESPONSIBILITIES:

- Processing (sorting and evaluating donations, cataloging of print and digital documents according to internal cataloging rules and RDA standard);
- Conservation (digitization of documents, rehousing documents in acid-free containers, document shelving);
- Public service (on-site reception of visitors, reference services on-site and via email and telephone);
- Research (possible opportunities for creation of a reference tool or completion of a project according to the interests of the candidate).

REQUIREMENTS:

- Candidates must be eligible for the Young Canada Works at Building Careers in Heritage (**graduates**)

(Please consult the Young Canada Works website:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/stud>

ents-graduates/careers-heritage-graduates.html);

-Completed college or university diploma in library and information science, archival studies, or library technologies, mandatory;

-Background in art history, museology or visual arts is an asset;

-Knowledge of contemporary visual arts in Canada an asset;

-Excellent spoken and written French and English;

-Excellent communication skills;

-Ability to work in a team environment;

-Ability to analyze and synthesize information;

-Proficient in Microsoft Office Suite and Google applications;

-Interest in participating in ongoing developments in the organization in alignment with its mandate;

-Independent, motivated, creative.

Artexte wishes to correct historical inequalities with regard to employment opportunities in the arts and heritage field. Artexte welcomes all candidates identifying as Indigenous, racialized persons, women and persons of all sexual orientations and genders. Artexte encourages people with disabilities to apply. Accommodations will be made during the hiring process as needed.

Candidates can submit their application to the collections team before **Monday, August 11, 2025** (11:59pm) at the following address: soumissions@artexte.ca