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# 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);

-College or university diploma in library and information science, archival studies, or library technologies;

-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.

Artex-te wishes to correct historical inequalities with regard to employment opportunities in the arts and heritage field. Artex-te welcomes all candidates identifying as Indigenous, racialized persons, women and persons of all sexual orientations and genders. Artex-te 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@artex-te.ca](mailto:soumissions@artex-te.ca)