



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:



The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following exciting contract (4-months), full-time, internship opportunity awaiting you:

ARCHIVIST INTERN

The role supports archival, digitization, and records management work, including creating retention schedules, describing and preserving archival materials, and assisting users with access. Candidates should be organized, detail-oriented, strong communicators, proficient in Microsoft 365, and able to work independently or in a team. Bilingualism in English and French is an asset.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- Creating a records retention schedule for a digitized system.
- Producing archival descriptions of a wide variety of textual records, graphic materials, and audiovisual media in archives database.
- Assisting with digitization activities of audio and video on magnetic tape, slides and photography.
- Supporting with digital preservation activities, including capturing technical and preservation metadata.

- Assisting with records management activities.
- Assessing physical condition, rehousing, and creating condition reports for archival items.
- Helping to make the archives accessible to a wide range of users, including via supporting research requests and visits.

QUALIFICATIONS AND ABILITIES:

- Currently enrolled in a post-secondary program related to Archives, Record Management, History, or another relevant field.
- Valid Ontario Class “G” Driver’s License.
- Able to handle sensitive and confidential information in an ethical and professional manner.
- Excellent organizational and time management skills.
- Detail-oriented with the ability to multitask and prioritize in a fast-paced environment.
- Proficient in Microsoft 365.
- Strong analytical skills with the ability to report data and identify trends.
- Excellent written and verbal communication skills.
- Strong interpersonal skills, able to provide excellent customer service, able to interact with all levels in a professional, positive manner, able to build relationships and be a team player.
- Reliable, resourceful self-starter who takes initiative and is able to work independently and within a team environment.
- Able to handle and produce work with a high degree of accuracy while managing deadlines and adapting easily to change.
- Bilingual in English and French is an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to:

careers@torontoportauthority.com

In the subject line, please quote: **“ARCHIVIST INTERN”**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com