



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

JOB OPPORTUNITY – UNION OF BC INDIAN CHIEFS VANCOUVER OFFICE

Digitization Technician, term position, full or part-time option available

The Union of BC Indian Chiefs (UBCIC) is seeking a term Digitization Technician to support the work of our organization and assist in carrying out the mandates as directed by UBCIC's member Nations. Reporting to the Librarian and Archivist, the successful candidate will work to improve access to UBCIC historical records. Under the direct supervision of UBCIC's Librarian/Archivist and Archivist, the assistant will digitize and preserve audiotape recordings that are part of the UBCIC Archives, continuing the process of digitizing these historically and culturally valuable records.

About the UBCIC

The UBCIC is a not-for-profit organization representing and taking direction from over 100 First Nations in BC. Our aim is to protect and advance the political and territorial rights of BC First Nations. We support Indigenous Peoples at regional, national, and international forums. The UBCIC's mandate is to work towards the implementation, exercise, and recognition of our inherent Title, Rights, and Treaty Rights, and to protect our lands, waters, and resources through the exercise and implementation of our own laws and jurisdiction. The UBCIC strengthens First Nations to assert and implement their Title, Rights, Treaty Rights, and Right of Self-Determination as Peoples. The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples.

Duties and responsibilities include:

- Assess the condition of audiotapes
- Digitize audiotape recordings from UBCIC's archives
- Describe these recordings, including assigning metadata and updating archives finding aids
- Perform manipulation of digital records such as file type conversion and compression to create access copies

Qualifications:

- Good computer and data entry skills, including experience working with windows-based systems and database(s)
- Must have excellent attention to detail
- Previous digitization experience is desirable
- Familiarity with the management of digital records, including preservation
- Familiarity with appropriate handling and preservation requirements of analogue material, particularly cassette tapes
- An understanding of archival description, library cataloguing and/or indexing
- Familiarity with history and issues related to First Nations
- Familiarity with the history, work and organization of UBCIC

Kamloops Office

209 - 345 Chief Alex Thomas Way
Kamloops, BC, V2H-1H1
Phone: 250-828-9746
Fax: 250-828-0319

Vancouver Office

Suite 401 - 312 Main Street
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Fax: 604-684-5726

www.ubcic.bc.ca



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This is a term position with a salary of \$24/hour for a total of 420 hours. This work may be conducted full-time or part-time; however, all hours must be completed by March 15, 2023.

Please send a cover letter, resume and references to the attention of the UBCIC Librarian and Archivist. **If sending by email, please send to careers@ubcic.bc.ca with the subject line “UBCIC Digitization Technician Position.”** We thank all candidates for their interest. Only those candidates who are shortlisted for interviews will be contacted. **Posting open until filled.**

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply, including early career information professionals. However, qualified Indigenous applicants will be given priority.

Please note that the safety of our employees, members, and guests continues to be a key priority for UBCIC. It is mandatory for all attending our office to be fully vaccinated against COVID-19.

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