

## Heritage Halton Hills

<b>Position Title:</b>	Heritage Halton Hills 2019 Summer Student
<b>Location:</b>	Town Hall located at 1 Halton Hills Drive and Halton Hills Public Library (Georgetown Branch) located at 9 Church Street
<b>Wage:</b>	\$15.17 per hour
<b>Conditions of Work:</b>	8 – 9 week contract 35 hours per week, Monday to Friday (weekends flexible)
<b>Start Date:</b>	June - August 2018 (weeks/dates negotiable)
<b>Position Function:</b>	Work with the Town's Heritage Advisory Committee (Heritage Halton Hills) to locate and list images of Halton Hills's barns; and assist with Esqueusing Historical Society (EHS) project to digitize and increase the accessibility of the EHS collections.
<b>General Duties:</b>	Scan, identify and catalogue donated photographs; work on index of the local history photo collection of 22000 images; Transfer previously scanned photos to external hard drive to ensure better long term preservation; Investigate and implement improvements (details and descriptions) to photos featured on Halton Images; Set up Heritage Halton Hills Committee Display at events; Photograph heritage properties for use by Heritage Halton Hills in development of publications and educational materials; Other tasks as assigned
<b>Qualification(s):</b>	Post-Secondary Education with a preference for History, Archival Science, Architecture, Planning Organized, independent and self-motivated individual Basic photographic skills Database experience or willingness to learn Access to personal laptop/computer and digital camera Access to personal transportation may occasionally be required
<b>Submit Resume by:</b>	<b>4:30 p.m., Tuesday May 28, 2019</b>
<b>Submit Resume to</b>	Ashley Mancuso, Information Governance & Records Management Specialist <a href="mailto:ashleym@haltonhills.ca">ashleym@haltonhills.ca</a>

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.