



Musée Holocauste Montréal Montreal Holocaust Museum

Oral History Cataloguer

The Montreal Holocaust Museum (MHM), educates people of all ages and backgrounds about the Holocaust while sensitizing the public to the universal perils of antisemitism, racism, hate and indifference. Through its museum, commemorative programs and educational initiatives, the MHM is committed to promoting respect for diversity and the sanctity of all human life. **The Museum is seeking candidates to catalogue the audiovisual collection of Holocaust survivor testimonies of the Montreal Holocaust Memorial Centre.**

Job description and responsibilities:

The student will work with the Museum's oral history collection in order to make testimony accessible through a FileMaker catalogue. The work will consist of viewing video interviews conducted with Holocaust survivors and veterans about their lives before, during and after the Holocaust World War II, research as needed and entering information into the Museum's FileMaker database.

- Use an adapted version of FileMaker Pro 11 to enter data
- Fill out all biographical information
- Fill out information pertaining to the geographical trajectory of the survivor before, during and after the Holocaust
- Prepare a detailed summary of the interview
- Time index the videos and identify key segments for public use
- Add keywords to the video segments
- Add comments on the interview and identify stories that could be used for clips
- Conduct research to resolve specific cataloguing issues; add historical remarks to the story if necessary

Duration:

This is a 6-week contract (from mid-May to end of June) for 35 hours/week. The salary is 14.00\$ per hour. Under the requirements of the "Canada Summer Jobs" program, to be considered, **candidates must** be Canadian citizens, aged 16 to 30 years and full-time students intending to return to their studies in the next school year.

Qualifications:

We are seeking returning students studying History, political science, Jewish Studies or another related field. Applicants must be fluent in English, have excellent research skills, familiarity with relevant names (geographic and proper) and cultures and attention to details. Applicants are expected to be able to work independently as well as part of a team. Experience with File Maker database is not necessary but will be considered an asset.

To submit your application:

Please send a CV and cover letter before May 11, 2018 to info@museeholocauste.ca. Please use "Canada Summer Jobs - Oral History Cataloguer" as the subject of your email. Only applicants invited for an interview will be contacted.

We thank you for your interest in the Montreal Holocaust Memorial Centre.

