



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.

The Museum is seeking candidates to work with the catalogue of its oral history collection of Holocaust survivor testimonies and related photos and documents.

He/she will work on verifying the information in the catalog to correct errors in biographical information and summaries, some spelling or wording errors in English, lack of precision, and to add geographic and video segmentation information where it is missing. He/she will also have the opportunity to catalog a number of video testimonials recorded in 2022-24. He/she will also catalogue the photos and personal and family documents digitized at each interview.

Job description and responsibilities:

- Review testimonies of Holocaust survivors, rescuers and veterans. Check biographical, historical and geographical information, summaries and video segmentation of interviews already entered in the database.
- Correct language, summary formation, misinformation
- Re-listen to interviews if necessary for verification work
- View a number of new survivor testimonials, researching the information mentioned and entering it into the database.
- Fill in all biographical information about the respondent's family and geographical trajectory before, during and after the Holocaust
- Write a summary of the testimony and index it, identifying key segments for public use
- Add keywords to the video segments
- Add comments on the testimony and identify stories that could be used to produce video clips for educational purposes
- Conduct research to resolve cataloguing issues, add historical notes to the story if necessary
- Identify and scan photos and documents presented and described in testimonies recorded during the time of the candidate's employment

Qualifications:

- University degree or are still studying history of the 20th century and/or World War II, political science, Jewish Studies or another closely related field
- Bilingual, with excellent oral and written communication skills especially in English (as most of the interviews, as well as the catalogue are in English)
- Excellent research skills and attention to details
- Familiarity with 20th century European history and geography (ability to spell place names or identify places in Eastern Europe that are mentioned in the interview but are not mentioned in the written documentation, as well as to spell proper names), Holocaust history, and some familiarity with Jewish customs
- Experience with File Maker an asset



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This posting is for a 16 weeks contract. The hourly wage is \$17.00. In keeping with the standards of « Young Canada Works» the candidate must be a Canadian citizen, authorized to work in Canada, between the ages of 15 to 30 with plans to return to full-time studies in the upcoming school year. The Montreal Holocaust Museum encourages people who identify with discriminated groups to apply. Please send your CV and cover letter before to info@museeholocauste.ca before April 19th, 2024 with the subject line « Young Canada Works – Oral History Cataloguer. » Only those applicants granted an interview will be contacted. We thank you for your interest in the Montreal Holocaust Museum.