

OAS Summer Experience Opportunity Employment Opportunities – 2024

The OAS is happy to announce that we are once again hiring three students this summer as part of the Summer Employment Opportunities Program!

All three positions will be compensated at \$16.55/hour, and the successful candidates will be expected to be available to work a total of 217.5 hours (or a total of 30 days at 7.25 hours per day) between the dates of June 1st and September 2nd, 2024.

In order to be eligible to apply for the following SEO Positions, **you must meet the following eligibility criteria of the SEO Program:**

- **All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 upon commencement of employment.**
- **Students must be employed full time for a minimum employment contract length of 217.5 hours or 30 days at 7.25 hours per day.**
- **Proof of student enrolment must be provided to the employer.**
- **Students must be residents of Ontario during the period of employment.**
- **Students must be eligible to work in Canada and have a Social Insurance Number (SIN).**
- **Students should be living in Ontario at the time they start work.**

We invite all students who meet the above criteria to apply to one or more of the following OAS employment opportunities available for the Summer of 2024:

Position 1: Symposium Organizing Assistant

The employee's duties shall include:

1. assisting the OAS 2024 Symposium (i.e., conference) Planning Committee and the Thunder Bay Chapter by liaising with volunteers, sponsors, participants, and vendors.
2. promoting the Society's annual symposium broadly by collaborating with our Outreach Team to produce social media content (Facebook, Twitter, Instagram) as well as communicating through e-mail to members, archaeological consulting firms, and universities;
3. assisting with symposium program production by inputting new information into an established template; and
4. assisting with organizing any virtual elements as well as help to coordinate any new media initiatives

The employee will be expected to work directly with the Symposium Planning Committee (this year based out of our Thunder Bay Chapter), as well as communicate with the OAS main office, OAS volunteers, and other collaborators through Zoom meetings, email and by telephone.

The Symposium Organizing Assistant will gain skills related to event planning, fund-raising, outreach, social media and e-mail communication, networking in the heritage sphere, and marketing. Additionally, the student will have the opportunity to develop relationships with archaeologists throughout the province.

Position 2: Artifact Collections Assistant

The employee's duties shall include:

1. determining the cultural affiliation of archaeological materials from selected collections donated to the Dept. of Anthropology, Lakehead University working with Drs. Scott Hamilton and Jill Taylor-Hollings and Clarence Surette;
2. verifying site proveniences through mapping and consultation with William Ross (retired Regional Archaeologist);
3. communicating with amateur archaeologists to obtain further information, as necessary, about sites; and
4. communicating with Ministry of Citizenship and Multiculturalism (MCM) employees in Thunder Bay and Toronto to undertake site registration.

In this position, the employee will mainly work with members of the Department of Anthropology at Lakehead University, Thunder Bay, as well as with professional and amateur archaeologists and Ministry employees via both in-person and Zoom meetings. A summary of the project will be communicated to the OAS using social media and/or the OAS Arch Notes/Wanikan newsletters.

The Artifact Collections Assistant will develop skills in artifact identification, mapping and geographic information systems, as well as gain familiarity with MCM site registration processes. The student will also gain one-on-one training with leading experts in northern Ontario archaeology.

Position 3: Digital Content Assistant

The employee's duties shall include:

1. working with the OAS Executive Director to help prepare and digitize archival OAS materials in advance of transfer to the Archives of Ontario;
2. transporting the physical files from the OAS office in Toronto to the Museum of Ontario Archaeology (MOA) in London, Ontario so that they may be scanned (valid Ontario driver's license required);
3. working with the OAS Director of Education as well as collaborating with the staff at the MOA to produce educational content for the OAS's and MOA's social media accounts and/or the OAS's online Indigenous Archaeological Monitor trainings offerings. The final product may take the form of a short video, a short PowerPoint presentation, an infographic, a digital poster, blog post, or short article to be printed in the Society's newsletter, Arch Notes. The content and form of the educational product will reflect the student's specialization and/or interest.

This position is based at the Museum of Ontario Archaeology (MOA) in London, Ontario. Additionally, the employee is required to spend some time transporting boxes of files between the OAS office in Toronto and the MOA in London, for which they would require a valid Ontario driver's license. Some work, however, including attending Zoom meetings with supervisors, conducting research, etc. can be complete remotely.

The Digital Content Assistant will not only have the opportunity to develop skills in using specialized scanning equipment to digitize archival materials but will also gain skills in collaborating with heritage organizations to develop online educational content. The student will have the opportunity to research a specialized topic in Ontario archaeology and produce a digital educational product based on this research to be shared through new media.

Application Instructions:

Please submit your resume and cover letter to jobs@ontarioarchaeology.org by **11:59 PM May 19th, 2024**. Please indicate in your application for which position(s) you wish to be considered.