**WL Student Application – Fall 2020**

**Indigitization Program – Remote Project Assistant**

**POSITION SUMMARY**

This position is with the Community Engagement and Programs department of UBC Library’s Irving K. Barber Learning Centre (IKBLC). The successful applicant will primarily support the work of the Indigitization Program ([indigitization.ca](http://indigitization.ca)). Indigitization developed an online toolkit manual (<http://indigitization.ca/>) specifically for Indigenous communities in British Columbia to respond to the need for community capacity development in the conservation of a critical volume of at-risk Indigenous cultural heritage media materials. To date, the Barber Centre has funded forty-five projects supporting (<http://www.indigitization.ca/completedprojects/>) approximately 11,464 recordings that are now digitally preserved in Indigenous communities. These projects digitize recordings whose content feeds in to language revitalization initiatives, ceremonial and traditional governance confirmation, land use planning, resource management, and more broadly for engaging in community cultural knowledge sharing initiatives.

The Indigitization Assistantwill be responsible for coordinating the communications for the program remotely. Website work will involve the careful curation of existing video media, photos, and written copy content into community-friendly digital bites that elicit engagement from former, current and prospective B.C. Indigenous community participants. They will be asked to coordinate, solicit team member content, and contribute original content for Indigitization blog. Communication and promotion includes live tweeting, photography, and logistical support as part of the orientation to the program’s values and community engagement core mandate. It is important that the student be culturally sensitive and aware of communications for Indigenous audiences (we will provide training using resources such as: [Indigenous Peoples: Languages Guidelines](http://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf)).

As the Indigitization program is branching out into online teaching and learning, the Indigitization Assistant will also help the Indigenous Programs and Services Librarian and the Indigitization Steering Committee to research, design, and implement a forthcoming series of online digitization teaching and learning videos. This work will highly contribute to the growing need for remote learning/training opportunities for Indigenous communities and cultural heritage institutions alike. The Indigitization Assistant will also work with the Indigenous Programs and Services Librarian to begin the initial planning stages for an Indigitization virtual conference that has been proposed for spring or summer 2021.

While there is plenty to occupy the student’s time with the main priorities, we want to provide an opportunity that is mutually beneficial and able to accommodate opportunities that arise from community engagement and student interests.

**DUTIES AND RESPONSIBILITIES:**

* Participate in Steering Committee meetings (in-person or remotely via Zoom) and record key decisions and action items;
* Working remotely with the supervisor and other members of the Indigitization Steering Committee to research online teaching and learning platforms and how to deliver online content to a wide audience;
* Contribute to the development of online teaching and learning content for the Indigitization program;
* Work with the Indigenous Programs and Services Librarian and other Indigitization Committee members to plan an online conference using remote project management tools;
* Update and contribute new web content to the new content website using WordPress;
* Write at least one news story about the program and find suitable images from our large collection (including editing) relevant to and appropriate for inclusion in the Indigitization blog;
* dit existing video recordings to smaller file sizes and shorter lengths for website purposes;
* Develop new digital media storytelling pieces for the website (i.e. video interviews, infographics);
* Contribute written social media content for Twitter and Facebook accounts;
* Based on feedback from pilot project participants, make changes to the training manuals before they are released for use in community workshops;

**SKILLS, KNOWLEDGE & EXPERIENCE:**

Required:

* Strong oral and written communication skills
* Strong skills with MS Office and Wordpress are required
* Experience with technical writing and writing for a community audience
* Experience or interest in working with Indigenous Peoples
* Versed in the language of anti-racism, Indigenous decolonialism, and pro-BIPOC initiatives
* Ability to work independently and to collaborate on projects
* Ability to prioritize and adapt to change

Desired:

* Experience working with First Nations languages, oral histories, and/ or working with Elders
* Experience with digitization equipment and/or digital media making tools (e.g., video and/or audio recording technologies, photography)
* Video making and editing experience
* Experience in project or conference planning
* Interest in online course development or online teaching and learning
* Strong skills with Adobe InDesign, Adobe Photoshop, Camtasia, and other screen capture software is an asset.

**EDUCATION LEVEL:**

This position is intended for:

• an iSchool student (MLIS or MAS or Dual) who has completed at least one semester of core courses AND LIBR 594 Information Practice and Protocol in Support of Indigenous Initiatives (negotiable if the student has taken another Indigenous topic course) OR is in the First Nations Curriculum Concentration; or

• a Graduate student in Arts, Education, or Museum Education whose research is directly related to Indigenous communities; or

• an Upper-level Undergraduate student in the First Nations and Indigenous Studies program or the First Nations and Endangered Languages program who has completed at least the coursework required for the first 3 years;

\*\*Students who have completed FNIS 533F 101 Indigenous New Media or plan to take it concurrently to this Work Learn position are especially encouraged to apply. Enrolled participants in the First Nations Curriculum Concentration at the iSchool who have a strong interest in archives, digitization, and digital cultural heritage management are especially encouraged to apply.\*\*

**SUPERVISION & COMPLEXITY:**

The Indigitization Program Manager (aka UBC Library’s Indigenous Programs and Services Librarian) will supervise the student. This is done by spending some time at the beginning of each term to plan out major events and goals for the coming four months. From this planning, the student will be assigned projects that will have expected delivery dates. Weekly meetings with the supervisor will be scheduled to re-adjust timelines and priorities as needed. Flexibility in this schedule should be expected as it is a community engagement program; engagement needs to be both active and responsive, which creates some uncertainty for some aspects of the project timelines. Indigitization is comfortable with this uncertainty and the studentshould be as well. Some direction will also come from the Head Librarian of Xwi7xwa Library; the Research Manager and the Oral History Language Lab Coordinator at the Museum of Anthropology; and the Program Services Assistant of IKBLC, especially for tasks that require specialized technical and procedural knowledge. The student will participate in Steering Committee meetings and receive input and feedback on projects from this group. The Steering Committee and the student use an online project management tool, called Basecamp, to coordinate “to-do’s,” deadlines, and general program communications.

The position offers a full range of complexity that is well suited to the information professions (i.e. libraries, archives, and records management), education, anthropology, First Nations Studies, First Nations language revitalization, the cultural heritage management sector and is best suited for a responsive, engaged student who asks reflective and critical questions. Applicants should be genuinely interested in creating quality digital assets that communicate the objectives and impacts of this unique program. In addition, this position is suitable for those interested in further developing quality teaching materials related to the Indigitization Toolkit and program. These tasks can be complex and the student should be comfortable with a process that will be iterative, with input from community participants, as well as the Indigitization Steering Committee. Specific duties can be assigned to suit the student’s interests and skills. Students demonstrating leadership interests will be given support to lead projects. This position is a coordinated effort to bring as much student energy and talent to the program and combine those students with appropriate opportunities. Former Work Learn students have co-published articles with Indigitization team members, been asked to speak on prestigious panels about elements of the program, and have been hired after completion of their degrees in exciting Librarian roles and others.

One primary challenge of this position is the additional work required to communicate with supervisors and team members remotely. Other challenges include navigating the intricacies of communicating clearly to a diverse audience through various communication channels, exploring insightful ways to demonstrate the impacts of the overall program, as well as balancing long-term initiatives with short term projects with deadlines. Students interested in this position should be comfortable with having a range of ongoing tasks and be able to both self-start and change direction to respond to priorities as communicated by the Supervisor. Challenges may also include learning a new technical skill (i.e. audio cassette digitization), learning the difference between technical writing for a manual output vs. a teaching output, and seeking out new best practices for digitization more broadly.

**ROLES & GOALS:**

The Irving K. Barber Learning Centre and the University of British Columbia are located on the traditional, ancestral, and unceded territory of the Musqueam people. We thank the Musqueam Nation for its hospitality and support of our work.

The IKBLC offers a broad range of programs and services that support teaching and learning, as well as lifelong learning and community engagement, through the development of partnerships across UBC and the wider community. Within this context, the Community Engagement and Programs team promotes community engagement through a variety of initiatives, one of which is the Indigitization program, currently housed at the Xwi7xwa Library. The Indigenous Programs and Services is the Supervising Librarian for this student and is also the Program Manager for Indigitization. They report to the Head of the Xwix7wa Library. Funding for this position comes from the IKBLC.

Indigitization is a collaborative initiative between First Nations communities and Aboriginal organizations, the Irving K. Barber Learning Centre, the Museum of Anthropology, the School for Library, Archival and Information Studies at UBC; and the Northern BC Archives and Special Collections at the University of Northern BC, and the Centre for Teaching and Learning Technology to facilitate capacity building in Indigenous information management. It does so by providing information resources through the Indigitization online toolkit and by enabling community-led audiocassette digitization projects through grant funding and training.

**ORIENTATION & TRAINING:**

All of the orientation for this position can be remotely, and check-ins with the student will be done virtually. While much of the Indigitization training and direction will be coordinated by the Indigenous Programs and Services Librarian, other IKBLC staff and Indigitization Steering Committee members from UBC and UNBC partners, who hold a wealth of knowledge on a diverse range of subjects, will direct some of the subject-specific project work. Some social media training will be provided via the Indigitization social media manual and the supervisor. Xwi7xwa is a collaborative environment where questions, discussion, and innovation are encouraged in-person or virtually via a Slack channel. The students will be provided with access to public and non-public program files. The student will be introduced to and trained to use an online project management tool called Basecamp and will be expected to contribute to discussions between other project and program participants, share files, and create and check off their “to-do’s” in this online forum. Students will be oriented to accessing and responding to messages from the in.digitization@ubc.ca email account and will be trained on how to schedule meetings from it using the calendar’s Scheduling Assistant.

**FEEDBACK, ONGOING SUPPORT & REFLECTION:**

The Indigenous Programs and Services Librarian will be responsible for providing ongoing feedback to the student who will be encouraged to seek clarification and assistance as needed. Regular meetings will be scheduled with the Indigenous Programs and Services Librarian and the co-supervisors, as individuals or as a team, throughout the term. These meetings will discuss progress made to date, provide an opportunity to reflect on any challenges and ideas that the students have, and assign tasks ahead. 5-15 reports (i.e. no more than 5 minutes to read, 15 minutes to write) will be expected from students each month. These reports will be standing agenda discussion items for the Steering Committee’s monthly meeting.

Some outputs, such as longer blog posts and online teaching and learning content, are expected to go through review and approval by the Supervisor and one designated member of the Steering Committee. Students applying to this position should be comfortable receiving feedback from more than one person and ask questions as needed.

**COMPLEMENT TO CLASSROOM LEARNING:**

The student will gain practical experience working with a wide range of staff and community participants brought together under the goal of communicating about the impacts being made in First Nations communities and Aboriginal organizations by the Indigitization program. Specific information professional experience provided by this position includes learning best practices for curating digital resources, learning about best practices and theory (and when to challenge these in order to support community interests), facilitation of online course content creation, learning the technical skills and theoretical background of audio cassette and other media digitization, writing for community audiences, conference planning, and digital collection curation (using photos from the program). Skills relevant to First Nations and Indigenous Studies Program, the First Nations and Endangered Languages Program, and MLIS students are project management; enhanced communication skills for a variety of channels; improved technology skills by using a wide range of online tools and resources, software and hardware; and enhanced understanding of Aboriginal community engagement work in an academic setting.

**WORKPLACE SKILLS AND PROFESSIONAL DEVELOPMENT:**

This position is ideal for a student seeking a career in the cultural heritage professions and/or in a First Nations or Aboriginal organization, especially in a community engagement and/or culture and language revitalization roles. This is an opportunity for a student to gain valuable work experience to help build their resume of professional skills and core competencies that are in demand for working with Aboriginal Peoples.

**MENTORSHIP & NETWORKING OPPORTUNITIES:**

The student will get to know other professional staff members who work in the IKBLC, which will expand the student's professional network. The Indigitization Assistant will also have the opportunity to interact with other Indigitization Steering Committee members and participate in library programs and other educational opportunities. When possible, the student may also participate in workshops, seminars, and meetings, which will introduce them to a wider range of information professionals and faculty members working in Indigenous scholarship.

**Number of positions: 1**

**Number of hours per week per position: 10**