

Archives Technician – TERM Student, City of Red Deer

The Opportunity:

The City of Red Deer is currently recruiting for the right person to fill a temporary position as an Archives Technician for the City of Red Deer Archives for a summer student position through the Young Canada Works in Heritage Organizations grant opportunity. This position may be subject to successful grant funding.

The Archives Technician is responsible for performing technical duties in support of the Red Deer Archives within The City of Red Deer. The Archives Technician student will conduct research using archival materials and secondary sources on site at the Archives to create website about various historical topics about Red Deer and central Alberta. This work will include identifying and retrieving relevant archival and secondary records, researching a topic and writing short (250 to 750 word), engaging website pages on a variety of historic topics about Red Deer with key documents and images to illustrate the story, and digitizing records as required and uploading them into a digital preservation and access system following our standards.

To complete this project, the successful application will be responsible for following a writing style guide to ensure a consistent “voice” on the website, integrating feedback from other archives staff to edit their writing and selection of images, and work within strengths of the archival collection and personal areas of interest to conduct their research.

The Archives Technician intern will liaise with others in the Red Deer Archives and Information Management Services section, receiving guidance and support in organizational standard methodologies, tools, and processes related to archival records.

Due to Young Canada Works (YCW) funding, the following requirements apply.

To be eligible, applicants must:

- be a Canadian citizen, a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment (September 1, 2026);
- be a high school, college, CEGEP or university student.
- Note: Priority will be given to graduates that have not previously participated in the YCW in Heritage Organizations employment program

As our preferred candidate, you will have:

- Demonstrated ability to understand and interpret information, communicating the results in a clear and concise manner.
- Ability to work independently and as part of a team.
- Ability to act on an initiative within given guidelines.
- Strong computer skills. Familiarity with this software is an asset but not required:
 - o Adobe Photoshop
 - o Microsoft Office 365 (Word, Excel)
 - o Inmagic DB/Textworks archival database
 - o eDocs EDRMS
- Knowledge of current archival, records management, and information management principles, practices and techniques including a working knowledge of RAD (Rules for Archival Description), or access, privacy and copyright legislation is an asset.
- Knowledge of database creation and management is an asset.

Affiliation: Canadian Union of Public Employees, Local 417

Remuneration (Pay): \$29.30 per hour

Hours of Work: 75 hours biweekly, Monday-Friday 8:00am-4:30pm.

*Please note that this is a term position – up to 16 weeks between May 2026 and August 2026

Additional Information:

This is an in-person role located in Red Deer, Alberta. The City of Red Deer is a vibrant, healthy, and diverse organization that supports a welcoming and inclusive community where everyone feels safe and can fully participate in community life. We are committed to creating an inclusive, accessible and barrier-free recruitment and selection process. If you experience or anticipate physical, technological, or procedural barriers during any stage of the hiring process, we encourage you to let us know. We will work with you to provide reasonable accommodations and alternative arrangement to ensure you can fully participate. All information will remain confidential and be used solely to support your participation in the process.

Deadline: Applications must be received by 4:00pm MT on March 6, 2026.

Applications include a cover letter and resume and must be submitted to the Information Management Services Supervisor, Jennifer Thomas, at Jennifer.Thomas@reddeer.ca .

The City of Red Deer does not permit the use of unauthorized internet resources or Artificial Intelligence (AI) tools (for example, Copilot, ChatGPT or any other form of AI) during interviews or any supervised or timed assessments. Any violation may be investigated and result in serious consequences, including the rejection of your application.

We thank you for your application. Only those selected for an interview will be contacted. Applicants selected for an interview will be asked for a short 250-500 word writing sample.