

## Part Time - Summer Internship – Archiving & Digital Conversion Intern

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton's business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton's prosperity. To learn more visit [www.edmontonchamber.com/about](http://www.edmontonchamber.com/about)

### Position Summary

The Edmonton Chamber of Commerce is seeking a detail-oriented and organized Archiving & Digital Conversion Intern to assist in preserving and modernizing our historical records. This is a unique opportunity for a student in Art History, Museum Studies, Library & Archival Studies, or a related field to gain hands-on experience in archival work, digital asset management, and historical research.

The intern will play a critical role in organizing, digitizing, and cataloging our archives to ensure accessibility for future use.

### Position Title

Archiving & Digital Conversion Intern

### Reports to:

Director, Communications and Public Relations

### Hours

Part-time role (flexible, approximately 15-20 hours per week)

### Application Deadline and Details

Please send your resume, a cover letter and sample work to Akanksha Bhatnagar, Director of Communications and Public Relations, at [abhatnagar@edmontonchamber.com](mailto:abhatnagar@edmontonchamber.com) by February 25<sup>th</sup>.

### Key Responsibilities

- **Archival Organization & Digitization**
  - Assess, organize, and categorize historical documents, photographs, and artifacts.
  - Digitize archival materials by scanning, cataloging, and implementing metadata tagging.
  - Ensure proper preservation and storage of original materials while creating an accessible digital system.
- **Content Management & Research**

- Research and document key historical moments in the Chamber's 135-year history.
- Assist in developing a system that integrates historical materials into the Chamber's digital platforms.
- **Special Projects**
  - Assist in the development of a historical timeline or digital archive feature for the Chamber's website.
  - Identify notable milestones, influential members, and key advocacy efforts that have shaped Edmonton's business community.
- **Collaboration & Process Improvement**
  - Work closely with the Communications and Marketing team to align archive digitization with ongoing storytelling initiatives.
  - Provide recommendations for best practices in digital asset management and historical preservation.

### Required Skills & Qualifications:

- **Currently enrolled in or recently completed** a degree in **Art History, Museum Studies, Library & Archival Studies, or a related field.**
- Passion for historical preservation, archival work, and digital accessibility.
- Strong attention to detail, organizational skills, and research abilities.
- Experience with scanning, metadata tagging, and file organization.
- Ability to work independently while contributing to a team-driven environment.

### Preferred Skills

- Familiarity with **archival software, digital asset management tools, or historical documentation systems.**
- Experience with **Adobe Photoshop, Lightroom, or other image enhancement tools** for digitized materials.
- Knowledge of **records management best practices.**

### Chamber Responsibilities

- Represent the Edmonton Chamber of Commerce professionally and responsibly in all external settings, including meetings, events, and community interactions.
- Provide on-site social media support for Chamber events, ensuring smooth execution and positive experiences for attendees, members, and stakeholders.
- Be available for occasional after-hours work to support special events, member engagements, or urgent organizational needs.