EDMONTON CHAMBER OF COMMERCE

#600 World Trade Centre - 9990 Jasper Avenue
Edmonton, Alberta, Canada, T5J 1P7
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Treaty 6/Métis Territory

edmontonchamber.com

Archiving and Digital Conversion Intern

Reports to: Thomas L'Abbe, Director, Strategic Programming
Location: World Trade Centre Edmonton
Position Type: Internship, In Person
Hourly Wage: $20.00

To apply, please submit a cover letter and a resume to Jill Kaufman, jkaufman@edmontonchamber.com.

Position Summary

The Edmonton Chamber of Commerce is seeking a detail-oriented, organized Archiving & Digital Conversion Intern to help preserve and modernize our historical records. This role is ideal for a student or recent graduate in Art History, Museum Studies, Library & Archival Studies, or a related field who wants hands-on experience with archival work, digital asset management, and historical research.

Primary Purpose

Organize, digitize, and catalog archival materials so they are preserved and easily accessible for future use.

Key Responsibilities

- Assess, organize, and categorize historical documents, photographs, and artifacts.
- Digitize materials (scan, name files, apply metadata, and maintain version control).
- Ensure proper preservation and storage of originals while building an accessible digital system.
- Research and document key moments from the Chamber's 135-year history.
- Help develop a system to integrate historical materials into the Chamber's digital platforms.
- Assist with a historical timeline or digital archive feature for the Chamber's website.
- Identify notable milestones, influential members, and key advocacy efforts that shaped Edmonton's business community.
- Collaborate with the Communications and Marketing team to align digitization with storytelling initiatives.
- Provide recommendations on digital asset management and archival best practices.
- Document processes to support continuity and future maintenance.

Required Qualifications

- Currently enrolled in or recently completed a program in Art History, Museum Studies, Library & Archival Studies, or a related field.
- Demonstrated interest in historical preservation, archives, and digital accessibility.

- Strong attention to detail, organization, and research skills.
- Experience with scanning workflows, metadata tagging, and file organization.
- Ability to work independently and contribute in a team environment.

Preferred Qualifications

- Familiarity with archival software and/or digital asset management tools.
- Experience with Adobe Photoshop, Lightroom, or similar tools for image cleanup.
- Knowledge of records management and archival preservation best practices.

Work Requirements and Environment

- In-person role based at World Trade Centre Edmonton
- Represent the Edmonton Chamber of Commerce professionally in meetings, events, and community interactions.
- Provide on-site social media support for Chamber events as needed.
- Flexibility to work occasional evenings and outside standard business hours to support Chamber events and membership engagements.

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