



## Canadian Angus Association

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[www.cdnangus.ca](http://www.cdnangus.ca)

## Position Description: History Project Intern (One-year Contract)

**Start Date:** May 1, 2018 (an earlier start date may be possible; please advise when applying if an earlier start date is preferred)

**Reports to:** Canadian Angus Association Administration Team Leader

### Position Summary:

The Canadian Angus Foundation seeks the assistance of an intern for the Canadian Angus History Project. The intern will help compile the next Canadian Angus history book and will help create the rest of the project. Because this position relies on achieving government funding, it is required that applicants be between the ages of 15 and 30; currently unemployed or under-employed; have graduated in the last three calendar years from a university, college or CEGEP; not have participated in any other Youth Employment Strategy programs (i.e. Agricultural Youth Green Jobs Initiative); and be a Canadian citizen or permanent resident.

### Primary Responsibilities:

- Contact members who have not submitted their histories to find out if they are interested in participating. If required, conduct interview and write histories on their behalf.
- Follow up with members who have submitted histories but not photographs
- Type handwritten member histories and scan photographs
- Edit member history submissions according to Canadian Angus style guide to ensure consistency
- Research additional and alternate modes of delivering/presenting the history project and make recommendations to the history project committee
- Research and writing for Angus stories assigned by the committee
- Research history of artefacts at Angus Central for possible inclusion and to help complete our database
- Prepare social media updates on progress and notable discoveries

### Knowledge and Skill Requirements:

- ✓ Preference will be given to candidates who have studied an agriculture program, history, art history, humanities or liberal arts
- ✓ Ability to multi-task and set and achieve measurable targets and objectives
- ✓ Knowledge of archival theory and best practices to perform archival functions such as acquisition, processing, description and preservation
- ✓ Highly organized with strong attention to detail.
- ✓ Be able to complete tasks with minimal supervision.
- ✓ Have an excellent understanding of, and recognize the importance for, accurate referencing.
- ✓ Experience in the cattle industry is an asset but is not required.

**Working Conditions:**

Work is based at Angus Central, the Canadian Angus Association's national headquarters. Office hours are 7:30 a.m.–4:00 p.m. with a lunch break from 11:30–12:30. It is expected that the successful candidate will work for one full year.

**Salary:**

\$40,000 per year

Please e-mail your resume to [ayuen@cdnangus.ca](mailto:ayuen@cdnangus.ca) by January 15<sup>th</sup> quoting "History Project Intern" in the subject line.

*The Canadian Angus Association is Canada's largest purebred beef breed organization. The Association represents more than 2,000 members across Canada for the purposes of registering and recording the pedigrees of purebred Angus cattle in the closed Herdbook and promoting the breed across Canada. The member-approved mandate is to maintain breed registry, breed purity and provide services that enhance the growth and position of the Angus breed.*