



Full-Time Limited Term Contract – Archives

POSITION TITLE: Metadata Technician

REPORTS TO: CEO, Six Nations Public Library

We are looking to fill a Metadata Technician position to review digitized historical newspapers and record metadata (newspaper title, place, author, publication date, etc.). The metadata will be recorded on a spreadsheet according to established metadata standards. Responsibilities will also include supporting public access to these materials by uploading scans and metadata to Mukurtu, a digital content management system.

The successful candidate will be employed by the Six Nations Public Library. This is a grant funded position, supported by the Council on Library and Information Resources (CLIR). The project is a collaborative partnership between the Six Nations Public Library and the Royal Ontario Museum. The work of this position will be completed at Woodland Cultural Centre, in Brantford.

Eligibility Criteria

Experience with libraries, archives, scanning, or metadata is not required, though knowledge and comfort with computers is necessary. Training on project specific software will be provided. Due to the nature of the materials in the collection and their direct ties to Six Nations, as well as other Nations, the priority is to hire an Indigenous person. (Please note: some of the article content will be sensitive in nature, as the period covered is from 1964-1974.)

The Metadata Technician contract has an immediate start date with an anticipated end date of June 30, 2027. This will be a full-time contract position with 35 hours/week. Compensation is \$20/hour plus MERCs.

Skill Set

- An interest in preserving Indigenous history and/or pursuing a future in the GLAM sector (galleries, libraries, archives and/or museums)
- Experience with computer data entry
- Strong time management skills
- Strong organizational skills
- Excellent written communication skills

- Ability to work both collaboratively and independently
- Liaising with team members for outreach and communications purposes

What You Will Gain

- Training and experience using Mukurtu, a content management system
- Training and experience creating and/or editing metadata
- The knowledge that you will have had a direct role in preserving cultural history

To apply, please send resume and cover letter by **Friday, October 30 @ noon**,
using METADATA TECHNICIAN in the subject line

To:

Feather Maracle
CEO, Six Nations Public Library
Director@snpl.ca

While we thank all candidates for their interest, only those selected for an interview will be contacted. Interviews will be held on Monday, November 2, 2026.

This project has been made possible by

