

A workplace powered by you

Keeping the lights on for over 4 million people across the province takes a lot of talented people doing many different jobs. From working deep in a generating station, atop a power pole, or behind a desk, whatever it is that makes you tick we offer challenging careers to help you reach your potential.

We're investing more than \$2 billion per year in major capital infrastructure projects to help meet the growing demand for safe, reliable power. We're upgrading transmission lines, building new substations, and investing in our hydroelectric generation facilities.

We aim to provide meaningful and challenging work, opportunities for growth and a healthy work/life balance. We've been recognized for excellence and been named one of B.C.'s Top Employers and one of Canada's Best Diversity Employers for four years in a row.

It's our vision to be the most trusted, innovative utility company in North America by being smart about power in all we do.

Co-op Student - Library/Archive - Summer 2024

Number of positions: 1

Job Location:

Employment type: Co-Op

Region: Lower Mainland

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: \$1740.04 - \$2191.70 biweekly

What you'll do

This role is located at our Edmonds office in Burnaby.

Digitization Librarian or Archivist

The goal of this position is to digitize a significant component of BC Hydro's Historical Photograph Collection.

Duties and Responsibilities:

- * The co-op student will digitize BC Hydro's Historical Photograph Collection using a Epson flatbed scanner.
- * Perform quality control checks on digital files
- * Process the digitized items using Adobe Photoshop
- * Create metadata for these digital objects
- * Work with the Technical Services/Cataloguing Librarian to create and review scanning procedures
- * The co-op student may be asked to perform other duties related to the operation of a special library & archives

By the end of the project, the co-op student will gain experience in: working in a corporate library & archives; digitizing fragile materials; working with a flatbed scanner; using photoshop; and writing procedures.

What you bring

- * To qualify as a candidate, individuals must be enrolled in a Co-op Program and have yet to graduate from a recognized post-secondary institution in Canada.
- * Strong working knowledge of MS Office products (Word, Excel, PowerPoint, Outlook, etc.)
- * Strong communication skills, highly motivated and results oriented.

Digitization Librarian or Archivist

The ideal candidate for the digitization position has:

- * Experience with and/or completed coursework in metadata and metadata standards (Dublin Core, MARC);
- * Completed coursework in preservation, metadata, or digital collections;
- * Working knowledge of handling archives, rare books, and/or special collections;
- * Working knowledge of, and experience with scanning software and hardware;
- * Working knowledge of, and experience with MS Office and Photoshop;
- * Working knowledge of metadata standards (Dublin Core, MARC);
- * Outstanding oral and written communication and organizational skills;
- * Accuracy and attention to detail;
- * The ability to follow and carry out instructions;
- * Is enrolled in the MAS, dual or MLIS program.

What we offer

- * As a condition of employment at BC Hydro, a background check clearance will be required.
- * This position is located at Edmonds Annex.
- * This position will be hired first as a four month work term. For some positions, there is opportunity to extend, to eight months.
- * Students are expected to work at the job location for their co-op role and it is the student's responsibility to relocate themselves if necessary.

What else you should know

Each application must include all of the following required documents: cover letter, resume and transcripts as well a copy of an up to date ICBC Driver's Abstract. Incomplete/late applications will not be considered. Please inform your Co-op office about all positions that you've applied to as we will contact your school to set up interviews should you be considered. Only those selected for an interview will be contacted.

Date Posted: 2024-01-05

Closing Date: 2024-01-28

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