

***Building Connections and Forging Alliances:
Strengthening the Intersections between Archives and Intangible Cultural Heritage***

**Project Assistant
Call for Applications**

The Canadian Advisory Committee for the Memory of the World Programme (CCMoW) is planning a virtual symposium for September 2023 to examine the intersections between Archives and Intangible Cultural Heritage (ICH). The symposium is being supported by the Canadian Commission for UNESCO (CCUNESCO) and the International Council on Archives (ICA).

The CCMoW Project Team is seeking a **Project Assistant** to help plan and execute this symposium. Under the direction of the Project Leader, the Project Assistant will help to

- plan the schedule and scope of the symposium;
- conduct background research to help identify discussion topics for the symposium;
- identify, liaise with, and manage participants, including speakers, moderators, and facilitators;
- coordinate registrations for and communications related to the event;
- support the delivery of and recording/documenting of the event;
- compile findings and suggestions from the event in a final summary document;
- carry out additional tasks as required to ensure the success of the symposium.

The one-day virtual symposium will explore the intersections between intangible cultural heritage – e.g., songs, stories, dances, customs, and traditions – and the documentary products of those instances – e.g., documents, photographs, films, audio-visual recordings, or other tangible outputs. The event will bring together in a virtual space key stakeholders in the realms of ICH, archives, and research to foster an open and collaborative conversation about both theoretical and practical issues. The symposium will allow participants to explore cross-cultural questions about the acts of “making, keeping, and using” intangible cultural heritage.

At the end of the project, a recording of the symposium will be made publicly available, and a written summary of the event will also be produced, to be disseminated publicly free of charge.

The Project Leader is based in British Columbia, Canada. The symposium itself will be hosted by the CCUNESCO Secretariat in Ottawa, Ontario, using their Zoom platform. The event will be open to participants from around the world but will be scheduled to accommodate Canadian time zones.

The Project Assistant will be expected to liaise with both the Project Leader and CCUNESCO representatives to help with planning, coordination, and delivery. The Project Assistant may be based anywhere in Canada, but final hiring decisions may be influenced by geography and logistics. The Project Assistant’s schedule will be flexible; more support will be required in the weeks prior to the event and during the event itself.

The Project Assistant should be available to start as early as May 15, 2023. The project is scheduled to end no later than 31 December 2023. A maximum of 315 hours at CAD \$30.00/hour have been budgeted for the Project Assistant position. The successful candidate will be hired as an independent contractor.

Interested candidates should submit their resume and a one-page cover letter highlighting relevant education or experience to **Laura Millar, Project Leader, ICH-Archives Symposium**, at [laura_millar\[at\]telus.net](mailto:laura_millar[at]telus.net). Please send PDF documents only. Applications will be accepted up to 17:00 EDT, April 15, 2023.

For more information on the Canadian Memory of the World programme, please see <https://en.ccunesco.ca/our-priorities/memory-of-the-world>.