



INTERNSHIP OPPORTUNITY The 78th Fraser Highlanders SPRING-SUMMER 2018

POSITION: Intern

LOCATION: Montreal, QC

DESCRIPTION OF HOST ORGANIZATION:

The 78th Fraser Highlanders is a not for profit historical association which conducts research on the Highland soldiers of the Seven Years' War in North America, many of whom stayed or came back to Canada and the USA in the late 18th century. These soldiers formed the foundation of the Scottish community in Canada. The association has extensive archives, no paid staff but access to professional archivists and historians. This group initiated this research more than 50 years ago.

DUTIES/RESPONSIBILITIES OF INTERN:

- Indexing of archival documents and conducting research.
- Making data entries (FileMaker Pro) on the soldiers as found in the archives by him/herself and the other researchers/historians, which will be web accessible.
- Assist with public information requests based on this regiment and period.
- Public presentation in September or October on research conducted.

HOST ORGANIZATION REQUIREMENTS:

- Student in history or with knowledge and interest in Canadian history
- Excellent communication skills
- Ability to work independently
- Excellent interpersonal skills
- Good organizational and research skills
- Knowledge of MS Office (Word, Outlook, Excel)
- Experience in the museum sector or with museum volunteers and volunteering an asset
- Student may need to bring their own laptop

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

DATES: Mid-May to July. 3 to 5 days per week, 10 to 12 weeks. Specific dates to be determined with your supervisor.

REMUNERATION: \$4,000 CAD honorarium.

HOW TO APPLY: Students must complete the online Arts Internship Application Form available on the AIO website www.mcgill.ca/arts-internships

Application Deadline: 19 February 2018.

ELIGIBILITY:

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

COSTS: The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

TRAVEL ARRANGEMENTS: Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

ACCOMMODATIONS: Finding suitable lodging during the internship is the responsibility of the intern.

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration.

WORKSHOPS:

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Ethics and Safety Workshop
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

HEALTH AND SAFETY:

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. http://www.voyage.gc.ca/countries_pays/menu-eng.asp

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

ENTRY REQUIREMENTS:

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.
