

INTERNSHIP OPPORTUNITY WITH FRIENDS OF HEAD HARBOUR LIGHTSTATION SUMMER 2019

POSITION:	Intern
LOCATION:	Campobello, Island, New Brunswick, Canada
DESCRIPTION OF HOST ORGANIZATION:	<p>Head Harbour Lightstation is one of the oldest surviving wooden lightstations in Atlantic Canada and has a rich history and heritage. The Friends of the Head Harbour Lightstation is a relatively young registered charity, and our initial efforts have been concentrated on the restoration and preservation of the physical facilities.</p> <p>However, as a significant part of our preservation mission we also plan to assemble as much information as we are able to find on the lightstation, the lightkeepers, and the events that have occurred there over the nearly 200 years of its existence. In the transfer of ownership of the lightstation complex, no records or other documentary evidence was included. We have now begun the process of obtaining verifiable information about the lightstation's history.</p>
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - Conducting historical research on the lightstation, its lightkeepers, and events that occurred at the lightstation. - Look through different sources of information such as: internet resources (including the Canadian database), census records, provincial and federal archives, and local newspaper records - Organization and assembly for publication of research results already gathered, including the incorporation of archival materials and records and the summarization of oral histories. - Archival research, particularly in national archives, and the gathering of oral histories <p>*Some travelling might be required in order to preform research duties, as some of the information is contained in documents that are available only in paper copies at the Federal Archives in Ottawa.</p> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Academic: The student should have familiarity with Canadian historical research and source materials: library-based, internet-based, and in governmental and private archives (e.g., newspaper files). The student must have the ability to develop and organize a research work plan and be able to work independently with limited technical supervision. - Language proficiency: The student must be proficient in written and spoken English. - Computer and/or technical skills: The student must be able to perform internet searches and to assess the reliability and verifiability of materials obtained through such searches. The student should have some proficiency with MS Word. - Interpersonal skills: The student must be able to interact productively with interviewees in arranging and obtaining oral histories and with research sources, e.g., librarians, archivists. The student must be able to effectively and accurately

	<p>communicate research results. Prior experience or special interest: An interest in Canadian history is preferred</p> <ul style="list-style-type: none"> - Travel: The student must have a driver's license, vehicle, and passport. Campobello Island is accessible by vehicle only through the United States for much of the year; there is no public transportation to or on Campobello Island.
HOURS:	Full time
DATES:	May 6 – July 26, 2019
REMUNERATION:	\$3000 CAD will be paid for 12-week internship, issued through a Faculty of Arts Internship Award.
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings/application
DEADLINE TO APPLY:	February 11, 2019
CITIZENSHIP REQUIREMENTS:	None
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts student (completed 60 credits) - Minimum CGPA of 2.7 - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources
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 organization is the responsibility of the intern.
ACCOMMODATION:	Finding suitable lodging during the internship is the responsibility of the intern.

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>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.</p> <p>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.</p> <p>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.</p>

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