GREECE - THE CANADIAN INSTITUTE IN GREECE

Number of Placements: 1

Placement Site: Athens, Greece

URL: www.cig-icg.gr

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

The intern’s major responsibilities at the Institute will be to assist in the running of the Institute's library (including the accessioning and cataloguing of new books) and the updating of the Institute's website. The intern will also help the Assistant Director in the Institute’s office as required. Duties may include responding to e-mail and fax correspondence; handling telephone enquiries; organizing and publicizing Institute events; and distributing the Institute’s publications. In particular, the intern will assist in the organization of the annual Open Meeting in May, and of an archaeologically-oriented excursion in June/July.

Translating texts from English to French and/or Modern Greek will form a significant part of the work if the successful candidate’s language skills permit.

Another vital aspect of the intern’s responsibilities will be to represent the Institute, and Canada, in the Athens archaeological and cultural community. This community comprises various Greek cultural foundations and museums, and the sixteen foreign archaeological schools in Greece; all present programs of public lectures and seminars, exhibitions and other events.

**Tasks/Duties**

* Cataloguing and accessioning new books, periodicals, and offprints for the library
* Updating current information and developing new content for the Institute’s website
* Translating communications issued by the Institute into Greek and/or French

Expected work hours: 35 hours per week (9am to 1pm, Monday to Friday (20h) + 15 hours flexible)

Preferred start date: May 1

**Qualifications/skills required:**

• Some background in Classics, Archaeology, or Ancient History

• Proficiency with MSWord and MS Access; HTML experience a plus

• Organizational skills, initiative, maturity, and an outgoing personality

**Language requirements:**

Fluency in both official languages is highly desirable; knowledge of Modern Greek would be a bonus

**Highlights of Organization/background information:**

The Canadian Institute in Greece is a non-profit, charitable organization whose mission is to promote scholarly research and cultural exchange in Greece. It provides an international forum for scholars studying Greek history, archaeology, and culture and it assists Canadian researchers and students working in Greece by providing facilities and services to advance their knowledge of Greek literature, history, art, anthropology, and the fine arts in all periods. In this way, the Institute contributes to the maintenance of high standards of teaching and scholarship at universities and colleges in Canada and beyond.

The Institute also provides opportunities for cultural interchange between Canadians and Greeks through events such as lectures, tours, conferences and exhibitions. It offers members practical assistance in dealing with unfamiliar customs and regulations. The Canadian Institute is the only body authorized to represent Canadian scholars who want to conduct independent archaeological fieldwork in Greece, because the Greek Government requires foreigners to conduct archaeological work only under the auspices of their own national institutes.