

THE CANADIAN INSTITUTE IN GREECE

Number of Placements: 1

Location: Athens, Greece

Website: <http://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 likely be to assist in the running of the Institute's Library (including the accessioning and cataloguing of new books), and Archives (organizing, cataloguing and digitizing documents and images).

The intern will also help the Assistant Director in the Institute's office and guest apartment as required. Office duties may include responding to correspondence; handling telephone enquiries; assisting in the organization and publicizing of Institute events; and distributing the Institute's publications. In particular, the intern will assist in the organization of the annual Open Meeting in May.

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

Specific tasks will include:

- Cataloguing and accessioning new books, periodicals, and offprints for the Library;
- Organizing, cataloguing and scanning documents and images in the Archives;
- Assisting with the Institute's social media outreach.

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

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

Preferred start date: Early May

Qualifications/skills required:

- Organizational skills, initiative, maturity, and an outgoing personality.
- Proficiency with MS-Word and MS-Excel;
- Proficiency in Social Media (Facebook, Twitter, Instagram, etc.);
- Some experience of cataloguing and/or digitization would be a plus;
- Some knowledge of or interest in Hellenic Studies in its broadest sense (e.g. Classics, Archaeology, Ancient History, Art History, Philosophy, Philology, Modern Greece).

Language requirements:

Fluency in both official languages would be a bonus.

Highlights of Organization/background information:

The Canadian Institute in Greece (CIG) is a privately-funded, not-for-profit organization, incorporated in Canada, which seeks to promote Canadian research and education in fields relating to Greece's heritage.

The Institute advances knowledge of Greece in all periods by sponsoring and promoting archaeological fieldwork, providing resources for scholarly research, and disseminating results. The Institute is also charged by the Hellenic Ministry of Culture with primary responsibility for all Canadian archaeological fieldwork projects, and seeks to support the investigation, preservation, and presentation of Greece's cultural heritage.

The Institute promotes research in all aspects of ancient, Byzantine and modern Greek studies, including classics, history, art history, anthropology and the fine arts. This is achieved through:

- an academic programme of seminars, lectures, and conferences;
- the provision of services for its members, including applications for study and fieldwork permits; advice on the development of research programmes; access to accommodation and library facilities in Athens;
- the provision of fellowships for graduate and post-doctoral research in Greece, and internships for undergraduate and graduate students to experience academic life in Athens through the services of CIG.

The Institute also sponsors Canadian cultural activities in Greece.

Accommodation

A room is usually made available for the intern to rent in the Institute's own guest apartment.