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Library Administration  
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South Shore Public Libraries (SSPL), Bridgewater, NS, is seeking a recent graduate for a six-month Internship to support community-based digital storytelling and cultural heritage initiatives.

This is a 26 week position, 30 hours per week at \$20 per hour based in Bridgewater, June 1 - November 27, 2026. SSPL is medium sized Public Library system located on the beautiful South Shore of Nova Scotia with 4 town branches, a mobile library and an administrative office. The service area includes Lunenburg and Queens counties and has a total population of just under 65,000.

The Content Creation Facilitator will work under the supervision of the Communication and Community Engagement Lead to support our Community Collections project (digital storytelling platform) a collaboratively built, virtual community museum dedicated to preserving and sharing local language, culture, and heritage.

This mentorship-based internship offers hands-on experience in digital collections, community engagement, content creation, and libraries and archives practices. The intern will work with individuals and community groups to help capture, preserve, and share stories using text, images, audio, and video.

### **Key Responsibilities**

- Support digital storytelling projects using the Codex platform
- Assist with digital collections, records management, and documentation
- Help create and edit community-generated content
- Support outreach, promotion, and public access to digital stories
- Assist with group and one-on-one training for digital storytelling tools
- Participate in planning and delivery of community programming and events
- Support basic research, reference services, and information organization
- Assist with documentation, workflow updates, and reporting

Training, guidance, and regular feedback will be provided throughout the internship.

### **Ideal Candidate Qualifications**

Required:

- Recent graduate of a diploma or degree program in:

- Library and Information Studies
- Archival Studies
- History, Public History, or Heritage Studies
- Museum Studies
- Cultural Studies
- Digital Media, Communications, or a related field
- Strong interest in libraries, archives, heritage, and community engagement
- Strong written and verbal communication skills
- Intermediate computer skills and comfort working with digital files
- Ability to work both independently and collaboratively

**Assets :**

- Interest or experience in digital storytelling, media, or community outreach
- Familiarity with cultural heritage or public-sector environments

**Equity, Diversity, and Inclusion**

South Shore Public Libraries is committed to inclusive hiring practices and encourages applications from Indigenous youth, visible minorities, newcomers to Canada, and youth with disabilities. Accommodations are available throughout the recruitment and employment process. Please read our Equity, Diversity and Inclusion Statement here:

<https://www.southshorepubliclibraries.ca/wp-content/uploads/2023/01/EDISStatement.pdf>

**Eligibility**

This position is funded through Young Canada Works. The successful candidate must meet YCW graduate internship eligibility requirements, including being legally entitled to work in Canada and having completed a post-secondary program.

The Content Creation Facilitator will complete a six-month, 30 hour per week, mentored internship under the supervision of the Community Engagement Lead. Responsibilities will increase gradually as skills and confidence develop.

Please apply with cover letter and resume to [info@ssplibraries.ca](mailto:info@ssplibraries.ca) by May 15, 2026.

