



Notice to Community Members
Sent: Friday June 26, 2015

12:00PM JUNE 28TH (SUNDAY-FISHDAY)

Change of Time – Fish Day is now at 12:00 pm for this week Sunday June 28th

Vanessa continues to be the person in charge with assistants: Tooie, Graham and Rod. Please check in between 12:00pm to 1:00pm.

Distribution will be when the fish from the seine boat arrive, which could be any time after 1:00pm as it is unpredictable.

Fish Day Procedures:

- Please show up on time for fish day distribution
- All members must visibly check-in all family members present that are expecting a share.
 - o Tell Vanessa if you prefer your share of fish or cash
 - o Move all conversations away from check in area to allow space for others and so Vanessa can hear your name and choice appropriately
- Wait until name is called; entire family will receive distribution with the first last name to appear on list (alternating alphabetical to ensure fairness – starting from Z this week)
- When picking up fish, please provide a buffer zone for fish pick- up area and walkway to get by with fish
- No foul or disrespectful language and behaviours will be tolerated.
 - o Any person not observing these regulations, creating a disturbance, or in any way interfering with the processes involved in fish days, can be prohibited from attending the next fish day. The person in charge shall make that recommendation to council and council shall immediately send a letter to that person informing him or her of their temporary suspension.



Job Posting:

Position: Digitization Technician

Deadline: Friday July 3rd at 12:00pm

Job description:

The Digitization Technician will be responsible for converting audio cassette tapes to a digital format. The data and materials are to be preserved and archived in a professional and organized manner.

Responsibilities:

- Converting audio cassettes to digital formats.
- Contributes to the development, processing, quality control, and content management of all digitization projects of Hupačasath historical materials.
- Scans and/or photographs selected materials into digital formats along with
- Assists in digital collection organization and with proofing files and metadata
- Filing and organization of digital materials
- Other duties as required

Skills Required:

- Writing, note taking, filing, organizational and project management skills
- Basic office software skills (word processing, spreadsheet)
- Proficiency in audio recording and processing software
- Basic digital file management skills (disk format, file move, copy)
- Ability to learn and run small file utilities such as BWF Meta Edit
- Ability and willingness to work as part of a team, share insights and findings.
- Ability to work independently and in a team environment.
- Process work in a timely manner to meet regular deadlines. Attention to detail, excellent writing skills, and proofreading of digitized documents.

Please submit your resume, cover letter and two (2) References to:

Hupačasath First Nation

Attention: Rick Hewson, Chief Executive Officer

Rick@hupacasath.ca