

Archive Assistant Sun Life Financial Corporate Archive

Duties and Responsibilities

For the purposes of this internship, my main duties included conducting research to assist in answering inquiries that were historical and administrative in nature. As a functioning archive, the archivist and I were responsible for entertaining research requests from both internal and external sources. However, our main focus was to always ensure that requests originating from within the company's organizational structure were given the highest priority.

Some of the tasks I was responsible for completing included answering photo requests, assisting with historical tours of our facilities, organizing archival material, and utilizing collection management software. The majority of my time, however, was spent conducting independent research. The stacks of the Sun Life Financial Corporate Archive are closed to both internal and external researchers. As such, only the archivist and I were allowed access to the archival material. This meant that we were responsible for not only organizing, managing, and locating all of the archival documents but also for conducting all the research necessary to answer the requests. In this way, this position combined the roles of both an archivist and historian.

Major Projects

Some of the major projects I worked on included assisting with researching the history of Sun Life's operations in Hong Kong, South Africa, and the Philippines to accommodate upcoming branch anniversaries. As well, I conducted research on Sun Life's Canadian head office building in Waterloo, ON that was used as part of the building's application for provincial heritage designation. Moving outside of the realm of research, I was also responsible for the creation of two exhibits revolving around the theme of work and leisure. These exhibits utilized both historical documents and artifacts and were aimed mostly at employees and visitors to the company's Waterloo office. Overall, this internship provided an excellent opportunity to utilize my research skills while introducing me to both the archival and corporate world.