

Job Posting | Burnaby Art Gallery

Research and Archives Assistant (Young Canada Works Position)

Application Deadline: Monday, March 23, 2015

The Burnaby Art Gallery invites applications for the position of Research and Archives Assistant. Offered through the Young Canada Works program, this position runs for a period of 13 weeks, starting June 1, 2015 and finishing on August 28, 2015 (with some flexibility). Reporting to the Assistant Curator, the successful applicant will assist the Burnaby Art Gallery in its current inventory of its archives, focusing on a collection of archived exhibition materials from the past 50 years. These duties will include: assisting with materials management and organization; research; assisting with the inventory and filing of these materials; entering research information into the CStextWorks database; cataloguing reference materials; and developing a plan for an upcoming archives publication. The candidate will perform other gallery duties as necessary including collections research and other exhibition-related tasks. The Research and Archives Assistant position is a temporary student position contingent upon grant funding; please see the YCW site to confirm you are eligible:

<http://www.pch.gc.ca/eng/1359484003285/1359484079115#a1>

Preferred Skills:

Graduate or undergraduate level student enrolled in Art History, Library or Archival Studies, or Museum Studies. Working knowledge of the purpose and function of museums; experience and understanding of databases; advanced research skills; attention to detail; excellent oral and written communication skills; experience using PC computers and MS Office. Ability to work with limited supervision, adapt to a variety of work scenarios, exercise initiative and judgment, meet deadlines, and work under pressure. Ability to work as part of a team as well as the ability to exercise discretion and confidentiality. Knowledge of Canadian art and art historical terms an asset.

This is an auxiliary position, with an hourly wage of \$22.72, plus 12% in lieu of benefits.

The schedule for this position is 30 hours per week.

The position runs from June 1, 2015 to August 28, 2015 (with some flexibility).

Please note that this position is contingent on Federal Government (YCW) grant funding.

Please submit your CV with cover letter via email to gallery@burnaby.ca or via post. Please indicate "YCW Assistant Research and Archives Assistant" in the subject heading or on the front of the envelope. We would like to thank all applicants who apply; however, only those short-listed will be contacted. Please, no phone calls.

Attention: Jennifer Cane, Assistant Curator

6344 Deer Lake Avenue

Burnaby BC

V5G 2J3

The City of Burnaby values diversity in the workforce and encourages women, visible minorities, Aboriginal peoples and persons with disabilities to apply for all positions.