

Delta Museum and Archives Society
Summer Employment Opportunity
Position: **Curatorial Assistant**

The Delta Museum and Archives Society (DMAS) is seeking a temporary (summer – 13 weeks), full time (35 hrs/week) Curatorial Assistant.

The Curatorial Assistant will undertake:

- General exhibit maintenance
- Pest management and environmental monitoring in storage areas
- Complete documentation of new accessions: development of skills in data management
- Evaluation of books in the collection for possible deaccessioning
- Insertion of photos into database
- Research and creation of exhibit: Children's exhibit highlighting species of the Delta and their adaptations for display at Ladner Library
- *Ivens* family accession: data entry, curation and storage
- *Arlt* family accession: data entry and storage
- General assistance in DMAS Society fundraising/community projects [Canada Day, Golf Tournament]
- If time, file management of previous research for projects

Qualifications:

- Candidate must have been a full-time student during the last academic year and be returning to full-time studies in the fall of 2015.
- Interest in the history of Canada, BC, and the Lower Mainland an asset;
- Required enrollment in Museum Studies, Anthropology, Archaeology, History, Biology or Ecology program;
- Strong organizational and time management skills; ability to multi-task, work will independently and as part of a team;
- A valid BC drivers' license is require (for exhibit transportation) with access to a vehicle;
- Ability to lift approximately 50 lbs;
- As this position may require interaction with the public, a criminal records check will be required;
- Applicant must be legally entitled to work in Canada and fulfill the requirements of the granting agencies.

Terms of Employment: May 26 - August 22, 2015

Work week Regular Tuesday - Saturday with the occasional Sunday or Monday as needed.

Work hours are 9:00am - 4:30pm

Rate of pay: \$14.57/hour plus 4% in lieu of vacation

All DMAS summer employees are members of CUPE Local 454

DMAS is an equal opportunity employer

Send cover letter and resume to:

Gabrielle Martin, Executive Director
Delta Museum and Archives Society
gmartin@deltamuseum.ca

Closing date for applications is 3:00pm Monday, May 11th. We thank all applicants for their interest in the position but only candidates selected for interview will be contacted.