

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

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

**Duties and Responsibilities**

- To arrange and describe records of Norwegian migrants to Delta;
- To arrange and describe records of local historian responsible for several books on early Delta history;
- To arrange and describe additional fonds as time permits;
- To enter archival descriptions into database;
- Perform basic preservation treatments to records, process them for permanent storage;
- To identifying records in need of conservation; surface cleaning of documents and photographs;

**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;
- It is desired that the candidate will have completed at least 1 year of degree in Archival Studies or 3 years of undergraduate study, minimum, in a relevant subject field (i.e. History) and will have some experience working in an Archives' (or similar organization such a Library or Museum), as a volunteer, student intern or employee (3 to 6 months minimum);
- Candidate must have prior experience with arrangement and description and a familiarity with the Rules for Archival Description;
- The YCW student must have strong, accurate data entry skills and experience working with a PC computer and be comfortably computer-literate. (Prefer prior experience working with InMagic, Photoshop, online databases, and scanning processes and procedures);
- The YCW student should have an expressed interest in working in an Archives and provide an explanation for choosing an Archives as their institution/organization of choice;
- 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 25 to August 21, 2015

Work week Regular Monday – Friday with the occasional Saturday 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 Monday, May 11<sup>th</sup> at 3:00pm.** We thank all applicants for their interest in the position but only candidates selected for interview will be contacted.