

Job Posting:

Community History Project Researcher
Friends of the North Vancouver Museum and Archives Society
11-week Temporary Position

The Friends of the North Vancouver Museum and Archives Society is seeking a detail-oriented individual with an interest in local history, research, scanning, and photography, to work at the North Vancouver Museum & Archives (NVMA). The successful candidate will assist the Community Engagement Curator, and Archives staff, with an exciting project that will enrich the resources available for the study of North Shore history, and for the celebration of the District of North Vancouver's 125th anniversary.

Duties and Responsibilities: 2016 will mark the 125th anniversary of North Vancouver's founding and NVMA, along with its Friends Society, is developing projects to help the community celebrate. A Community Engagement Curator has been hired to establish community contacts, and to gather stories, documents, and artefacts to enrich existing resources about North Vancouver. The Community History Project Researcher will focus on assisting the Curator with documentation, organization, and preservation of these acquisitions. Tasks will include: creating and maintaining research files (paper and electronic); accurately documenting sources and donors; scanning images according to in-house specifications; describing photographs and sound files; transcribing oral histories; identifying materials suitable for inclusion in a 125th anniversary book.

Qualifications: The successful applicant will have an interest in local history, and the management of information. Formal training in cataloguing, archival description, scanning, audio technology, or oral history would be assets. The applicant should be reliable, work well with others, and have a high degree of computer literacy, the ability to follow directions precisely, good attention to detail, and excellent written and spoken English language skills. The position is suitable for **university students studying history, research methods, anthropology, or library, archival or information studies.**

Terms of Employment:

This position is funded by the *Canada Summer Jobs* program of Service Canada and subject to hiring restrictions imposed by that program. The position is open only to applicants between the ages of 15 and 30, who attended school full time last year and intend to return to school full time next year. Applicants must confirm their eligibility under this program. They must be Canadian citizens or landed immigrants and must commit to the entire work term. No time off is permitted during the term of the contract other than statutory holidays or days in lieu thereof.

Work Week: 30 hours per week (7.5 hours/day; Tuesday-Friday) – 11 weeks

Start Date: Tuesday, May 19, 2015 / **End Date:** Friday, July 31, 2015

Salary: \$16.00 per hour plus 4% vacation pay, to be paid with final cheque.

Applications will be accepted until noon, Tuesday, May 12th, 2015.

Please submit resumé and covering letter by e-mail to nvmac@dnv.org, specifying "Community History Project Researcher" and your name in the subject line, by fax (604.987.5688), or by post addressed to:

Friends of the North Vancouver Museum & Archives Society,
c/o Jan Manaton, Administrative Services Manager,
North Vancouver Museum and Archives,
3203 Institute Road, North Vancouver, B.C. V7K 3E5.

We thank all applicants for their interest; however, only those selected for interview will be contacted.

The Friends of the North Vancouver Museum and Archives Society
is an equal opportunity employer