

Job Posting

Greater Vancouver Japanese Canadian Citizens' Association (GVJCCA) Archival Assistant

Location: 249 – 6688 Southoaks Crescent, Burnaby BC • 604 777-5222

Period of employment: May 20–August 25, 2015 (14 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday

Salary: \$10.25 per hour

Requirements:

- must be a current full-time student between the ages of 15 and 30 and intend to return to your studies in the Fall
- must be a Canadian citizen or permanent resident or have official refugee protection status under the Immigration and Refugee Protection Act (foreign students are not eligible)
- must be legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations
- MUST be available able to work Sun, June 14, the holiday long weekend – July 31 to August 3, and Wed, Aug 12

Job description

The Archival Assistant, under the direction of Nikkei National Museum staff, will survey, organize, assess for importance, digitize, and catalogue GVJCCA files related to the history of the organization in the Japanese Canadian community, such as past meeting agendas and minutes, historical and other documents, photographs, publications, and other materials. In addition, there may be requests from Board Members and the Human Rights Committee to assist with research and/or grant applications. The Archival Assistant will also assist the Event Coordinator with special event tasks as needed, such as organizing the GVJCCA Human Rights Committee booth at the 39th Annual Powell Street Festival on August 1st and 2nd, and support the publication work of The Bulletin / Geppo monthly magazine.

Skills required

- student in the field of history, anthropology, museum studies, curatorial studies or library and archival studies
- must be organized, detail-oriented, self-motivated, and have very good time-management skills
- must have a good level of computer literacy, including spreadsheets, database software, and email
- must be familiar with the Rules of Archival Description, preservation, and conservation
- must be fluent in English; Japanese language an asset
- knowledge of Canadian History/Japanese Canadian History an asset

The Archival Assistant will acquire skills in archival arranging and describing, cataloguing, museum standards and policy, and gain strategic planning, problem-solving and leadership skills. The setting will provide experience in cultural diversity, working as a team, working collaboratively, and the importance of preserving history for future generations.

Candidates will be chosen on the basis of their skill level and ability. We welcome all applicants regardless of race, gender, or disability.

Applications

Please forward applications with resume by email to: Lorene Oikawa, President, gvjcca@gmail.com

Applications will be accepted until Friday, May 8th.

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