

Vancouver Police Museum

The Vancouver Police Museum (VPM) opened to the public in 1986. Established by the Vancouver Police Historical Society, the VPM is an independent, non-profit organization that collects, preserves, and provides access to historical records, artifacts, and stories. Records include historical documents related to the history of Vancouver within the context of the Vancouver Police Department and the Vancouver Coroner's Services.

The VPM aims to provide the best primary source documents to researchers, historians, and all individuals interested in Vancouver's law enforcement and coroner's history. The small but unique archive is made up of 45 Fonds and two Collections.

JOB DESCRIPTION:

The Vancouver Police Museum is seeking an Archival Consultant to undertake an assessment and strategic planning project in partnership with museum staff. The goal of the project is to assess current archival policy and procedures, and to help establish the foundation necessary for eventual accreditation through the Archives Association of BC.

The Archival Consultant will play a key role in the accreditation project. Tasks involved:

- Undertake a detailed assessment of the museum's archival holdings and documentation
- Update policy documents
- Outline a strategic plan for archives management, and aid in the creation of the digital finding aid
- Mentor the Museum Curator in the practical implementation of new archival policies and procedures

This is a contract position from December 2015 through to March 2016, funded through the Documentary Heritage Communities Program of Library and Archives Canada. The project start date is immediate; therefore short notice availability is an asset.

QUALIFICATIONS:

The ideal candidate for the Volunteer Archivist position at the VPM will have:

- Master Degree in Archival Science, with related work experience
- Practical experience in archival description and arrangement, and knowledge of the Canadian Rules for Archival Description (RAD)
- Strong analysis, research, and problem solving skills
- Experience in a project lead position
- Demonstrable skills in report writing and written communication
- Excellent interpersonal skills, and ability to work cooperatively as part of a team

HOW TO APPLY:

Application deadline: December 22, 2015

Please send your cover letter and resume to Rosslyn Shipp, Museum Director, by email:
director@vancouverpolicemuseum.ca

The Vancouver Police Museum advocates a barrier-free workplace and encourages all qualified candidates to apply.

The Vancouver Police Museum appreciates all those who apply; however only those selected for an interview will be contacted.