

**Maritime Museum of BC**

Temporary Employment Opportunity – Funding Dependent

Position: Archives Assistant

Term: May 9 to August 26, 2016

Hours: 35 hrs/ week

Salary: \$14/ hr

Number of Positions: 1

The Maritime Museum of BC is seeking a post-secondary student for a temporary summer position to work in the archives with the collection of ships' plans. The Museum collection represents a rich and vast link to the province's nautical and industrial roots. The Museum cares for over 35,000 unique artifacts, in excess of 40,000 historical photographs, and an internationally recognized chart collection. As well, the Museum also runs popular programs featuring such topics as women at sea, shipwrecks, HBC and Fort Victoria, Captain Cook and the Age of Discovery, First Nations use of the sea, navigation, rum running, and lighthouses.

The Archives Assistant will work closely with the Archivist to learn about archival arrangement and description through direct work with the collection of ships' plans. The Museum has over 35,000 ships' plans from a variety of architects and businesses, including a local company, Yarrows Shipbuilders. These plans range in type from small dinghys to large naval vessels. They also vary in formats including blue prints, diazo prints, pencil drawings, and India ink originals. Work on these plans will include collecting data from various sources in an inventory spreadsheet, updating a finding aid, cataloguing according to RAD, and producing a display on work done during the 16 week term.

Duties

- collecting data from various sources in an inventory spreadsheet
- identifying gaps in information known about the ships' plans
- creating and implementing a plan to fill in these gaps of information
- assessing the physical arrangement of the ships' plans and notifying the Archivist of any changes that should be made
- cataloguing select ships' plans according to the Rules of Archival Description (RAD)
- updating a finding aid for the ships' plans using data collected
- preparing and installing an archival display in the public exhibit space

Skills and Qualifications

- post-secondary student in history, English, fine arts, library and information science, museum studies, or a similar field
- great attention to detail
- ability to undertake detailed tasks and follow direction



- ability to work independently when required
- basic knowledge of Canadian and BC History
- experience with Microsoft Office suite
- previous knowledge of RAD is preferred, but not required

Eligibility

Candidates must meet the following criteria:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the YCW job.

Candidates who identify with the Government of Canada's job equity groups (i.e., women, persons with disabilities, visible minorities, and Aboriginal peoples) are encouraged to apply.

Please apply with resume and cover letter to Brittany Vis, Archivist by email at archives@mmbc.bc.ca, or by mail to 634 Humboldt St., Victoria, BC, V8W 1A6

Applications are due April 15, 2016.