



## **Maritime Museum of BC**

Temporary Employment Opportunity – Funding Dependent

Position: Collections 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 closely with the Museum's Collections Manager in the artefact collection. The Museum collection represents a rich 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, a collection of 35,000 ships' plans, and an internationally recognized chart collection. As well, the Museum also runs popular outreach 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 Collections Assistant will assist with the re-development of the Museum's storage facility. In December 2015, the Museum completed its move to a public downtown location and off-site storage facilities. The Collections Assistant will help with implementing a storage locations plan, and work closely with the Collections Manager to complete an inventory at one of our off-site storage locations. They will also develop collections processing and exhibit preparation areas that will be vital for effective collections management and exhibit development in the future.

### **Duties**

- Assist with public access to the collection through research programs and exhibit development
- Implement a storage locations plan
- Develop key collections processing and exhibit preparation areas
- Produce an inventory of one of the off-site storage locations

### **Skills and Qualifications**

- Ability to work closely as a team
- Ability to work independently when required
- Ability to undertake detailed tasks and follow direction
- Ability to carry about detailed assignments
- Attention to detail
- Basic knowledge of Canadian and BC History
- Previous work in museum collections an asset
- Availability for weekday and weekend as required

**Eligibility**

Candidates must meet the following criteria:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>2</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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](mailto:archives@mmbc.bc.ca), or by mail to 634 Humboldt St., Victoria, BC, V8W 1A6

Applications are due April 15, 2016.