



# Job Posting

## Museum Assistant

May 30th, 2016 – August 19th, 2016

Hourly Wage: \$14

The Jewish Museum and Archives of BC is dedicated to the collection and sharing of community memories of Jewish life in British Columbia. Through innovative exhibits and programming, the JMABC builds bridges with the diverse communities of BC and heightens awareness of the rich 150 year history of Jews in BC.

The JMABC seeks a Museum Assistant to undertake research in support of our current two-year project, *Feeding Community*, documenting the important role of food in maintaining cultural identity. Produced in collaboration with the Museum of Vancouver and numerous local organizations representing the ethno-cultural diversity of BC, *Feeding Community* celebrates the multicultural history of Canada on the occasion of its 150<sup>th</sup> Anniversary.

One essential component of *Feeding Community* will be researching food traditions among the various sub-communities of BC Jews. Among these are groups with rich and unique histories including Russian Jews, South African Jews, Yemeni and Moroccan Jews, and Eastern European Jews who spent years living in Shanghai, incorporating Asian influences into their ways of life. The Young Canada Works Museum Assistant will be responsible for reaching out to these sub-communities and documenting their family histories and food traditions through oral history interviews and supporting research. Through this research, the Museum Assistant will report on the journey of migration each family has made, and the cultural and/or religious resonance of specific meals or dishes featured.

The Young Canada Works Museum Assistant will compile this research into short video clips that will serve as an online community cookbook, an exhibit on the impact of migration, and an archive of family histories.

Working under the supervision of the JMABC's Coordinator of Programs and Development, the YCW Museum Assistant will be responsible for the following tasks:

- Contacting community members recommended by JMABC staff as potential interviewees, inform them of the project and secure their participation;
- Completing background research in preparation for interviews;
- Scheduling and conducting oral history video interviews;
- Acquiring archival material from interviewees, completing loan and acquisition agreements;
- Sending thank you notes to all interviewees;
- Transcribing relevant interview portions;
- Editing videos down to brief 4-6 minute clips;
- Compiling recipes discussed in interviews into standard formatting;
- Researching the cost and feasibility of publishing a physical cookbook drawing upon the research completed;
- Reporting on work completed through intermittent blog entries on JMABC website;
- Completing a final report outlining work completed and identifying areas for future research as *Feeding Community* continues through the following year.

The ideal candidate for the YCW Museum Assistant will have:

- Interest in pursuing a career in the arts, heritage and/or not for profit industry as demonstrated through previous volunteer or work experience and/or an academic background in a related field such as history, museum studies, anthropology, Jewish studies, or education;
- Excellent communication skills in both written and verbal English;
- Excellent research skills;
- A positive, upbeat attitude and strong work ethic;
- Demonstrated ability to work productively independently, remotely, and as part of a team;
- Attention to detail;
- Experience working with the public, including children and seniors;
- Familiarity with video recording equipment and editing software is not essential but will be considered an asset.

In addition, all candidates must meet the following eligibility qualifications set out by the Young Canada Works program:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of the project;
- Meet the specific eligibility criteria of the program to which they apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours per week) while employed with YCW;
- Have been a full-time student in the semester preceding the YCW job;
- Have intent to return to full-time studies in the semester following the YCW job.

Candidates will be short-listed for an interview based on how well they meet the criteria noted above. The position will be posted for two weeks, and interviews will not commence until the recruitment stage is closed. Once a successful candidate for the position is determined, all applicants will be notified.

Applicants must apply with a resume and cover letter by the application deadline:

**Friday, May 6, 2016, 4pm**

Please email all applications to:

Michael Schwartz, Coordinator of Programs and Development  
 The Jewish Museum and Archives of BC  
 6184 Ash Street, Vancouver, BC  
[mschwartz@jewishmuseum.ca](mailto:mschwartz@jewishmuseum.ca)

Subject line: Museum Assistant (2016) - <TYPE YOUR NAME HERE>

The Jewish Museum and Archives of BC advocates a barrier-free workplace and encourages all qualified applicants to apply.