



Summer Museum Technician - Job Description

The Pitt Meadows Museum and Archives is seeking a student to work at our Hoffmann and Son Machine Shop site as a Summer Season Collections and Programs Technician. Under the direction of the Museum's Curator, the student will be responsible for the accessioning and photography of objects in the Hoffmann Collection as well as working on activity boxes that focus on the concept of simple machines and where they are found in the machinery at the Hoffmann site.

Responsibilities:

- Working with a section of the collection at the Hoffmann site including accessioning and photo documentation.
- Working on the development of activity boxes for the site that relate to simple machines.
- Assist with the planning and delivery of activities for Pitt Meadows Day, Canada Day and other special events both on and offsite of the Museum.
- Report at weekly staff meetings and prepare final report at end of season.
- Assist with social media postings and with possible newspaper article.
- Assist with visitor services at the two Museum sites and other related tasks.

Qualities:

Enjoy working with the public

Organized

Creative

Exceptional communicator, both written and oral

Multitasker

Work well both independently and as a team

Problem solver

Skills and Education:

Must be a full time student returning to school full time in the fall.

Some experience working with the public is required.

Experience working with volunteers is an asset.

Fluent in English, with strong written and oral communication skills.

Experience with social media is an asset.

Experience in a Museum/Archives setting, particularly with accessioning and photo documentation is an asset.

Must meet requirement of the YCW in Heritage Institutions grant.

Must be able to pass a CRS.

Hours: 5 days (30 hours) per week, Wednesday through Sunday. Duration: up to 13 weeks employment starting late May and running through mid August, 2016.

Compensation: \$14.00 per hour with 4% vacation pay. No other benefits or vacation time.

Please email resume and cover letter to Leslie Norman, Curator at pittmeadowsmuseum@telus.net

May 1st, 2016. Only shortlisted candidates will be contacted. No phone calls please.

This position is made possible by a grant from the Young Canada Works program. The successful candidate must meet the requirements of the program. If grant funding is not received this position may not exist.