

Job Posting:

Museum Exhibit & Collection Researcher
Friends of the North Vancouver Museum and Archives Society
8-week Temporary Position

The Friends of the North Vancouver Museum and Archives Society is seeking a detail-oriented individual with an interest in local and First Nations history, museum exhibits and collections, to work at the North Vancouver Museum & Archives (NVMA). The successful candidate will assist the Museum Curator with developing an exciting new exhibit planned to mark Canada's 150th anniversary.

Duties and Responsibilities: 2017 will mark the Canada's 150th anniversary and NVMA, along with its Friends Society, is developing projects to help the community celebrate. Reporting to the Curator, the Museum Exhibit & Collection Researcher will assist in the primary research and artifact identification for the planning of a new exhibit. The successful applicant will help create and maintain a research file; explore NVMA's own archival and artifact holdings to create a list of objects for the exhibit; source material (archival and artifacts) from other repositories and individuals for inclusion in the exhibit; assist in drafting exhibit labels, exhibit content, and promotional material; support the activities of the Curator as needed.

Qualifications: The successful applicant will have an interest in local and First Nations history, and museum exhibits and collections. Formal training in History, Education, First Nations Studies, Museum Studies, and Information Studies would be an asset. The applicant should be reliable, work well with others, and have a high degree of computer literacy, the ability to follow directions precisely, good attention to detail, and excellent written and spoken English language skills. The position is suitable for **university students studying history, research methods, anthropology, First Nations studies, museum studies, or library, archival or information studies.**

Terms of Employment:

This position is funded by the *Canada Summer Jobs* program of Service Canada and subject to hiring restrictions imposed by that program. The position is open only to applicants between the ages of 15 and 30, who attended school full time last year and intend to return to school full time next year. Applicants must confirm their eligibility under this program. They must be Canadian citizens or landed immigrants and must commit to the entire work term. No time off is permitted during the term of the contract other than statutory holidays or days in lieu thereof.

Work Week: 30 hours per week (7.5 hours/day; Tuesday-Friday) – 8 weeks

Start Date: Tuesday June 7, 2016 / **End Date:** Friday, July 29, 2016

Salary: \$15.00 per hour plus 4% vacation pay, to be paid with final cheque.

Applications will be accepted until noon, Tuesday, May 24th, 2016.

Please submit resumé and covering letter by e-mail to nvmac@dnv.org, specifying "Museum Exhibit & Collection Researcher" and your name in the subject line, by fax (604.987.5688), or by post addressed to:

Friends of the North Vancouver Museum & Archives Society,
c/o Jan Manaton, Administrative Services Manager,
North Vancouver Museum and Archives,
3203 Institute Road, North Vancouver, B.C. V7K 3E5.

We thank all applicants for their interest; however, only those selected for interview will be contacted.

The Friends of the North Vancouver Museum and Archives Society
is an equal opportunity employer