



## Archives Assistant Job Posting

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in B.C.'s fishing industry. The site is operated by the Gulf of Georgia Cannery Society, an independent, non-profit society and registered charity. In addition to operating the historic site, the Society maintains an archival and artifact collection relating to fishing on Canada's West coast.

We are currently seeking a detail oriented individual who is dedicated to preserving BC's fishing history for future generations to join our collections team. Under the supervision of the Collections Manager, the Archives Assistant will work both at the Cannery and at a separate offsite location. He/she will primarily be responsible for digitizing a collection of archival photographs and documents relating to various canneries in British Columbia.

### Main Tasks/ Responsibilities:

- Scanning and editing archival photos and documents
- Creating descriptive metadata for the digitized records
- Organizing and re-housing archival materials
- Conducting research and compiling information on various canneries in BC

### Qualifications:

- Organized with great attention for details
- Ability to work in cool, dusty conditions and lift heavier objects
- Ability to work independently
- Ability to work as an effective team member
- Previous experience volunteering or working in a museum, archives, or library is an asset

### Conditions of Employment:

- A criminal record check is required
- Eligible applicants must be between the ages of 16 and 28 and be a full-time student returning to full-time studies in the fall.

This **full-time 10 week** position begins late June and ends early Sept.

Starting wage is \$13 per hour, plus 4% in lieu of vacations.

### Please forward your resume and cover letter to:

Heidi Rampfl, Collections Manager  
Gulf of Georgia Cannery Society  
12138 Fourth Avenue, Richmond, BC V7E 3J1  
[heidi.rampfl@gogcannery.org](mailto:heidi.rampfl@gogcannery.org)

### Deadline to apply: June 5, 2016

Only suitable candidates will be contacted. No phone calls please.  
For more information about the site, please visit: [www.gulfofgeorgiacannery.org](http://www.gulfofgeorgiacannery.org)