



Collections 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 history for future generations to join our collections team. Under the supervision of the Collections Manager, the Collections Assistant's primary task will be to continue work on the Collections Rationalization Project. This multi-year project will result in the creation of an extensive inventory and evaluation of the onsite artifact collections, as well as the identification of priorities for care and management, or for potential deaccession and disposal from the collections.

Main Tasks/ Responsibilities:

- Working in the collections storage and exhibit areas to inventory artifacts
- Moving, organizing, re-tagging, and cleaning artifacts as required
- Photographing, cataloguing, and updating condition assessments of artifacts
- Assisting with the evaluation of artifacts
- Keeping the public up to date on the progress of the project through social media postings, Cannery newsletter articles, and/or the creation of small
- Organizing the Cannery prop collection

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 a full-time student returning to full-time studies in the fall.

This **full-time 15 week** position begins late May and ends late Aug.

Starting wage is \$14 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

Deadline to apply: April 17, 2017

Only suitable candidates will be contacted. No phone calls please.

For more information about the site, please visit: www.gulfofgeorgiacannery.org