



The Port Coquitlam Heritage and Cultural Society Museum and Archives

Closing date: Monday April 24, 2017

Position: Museum Collections Cataloguer (two positions)

The Port Coquitlam Heritage and Cultural Society operates the only museum and archives in Port Coquitlam, located in the heart of the city. We are seeking applications for a summer collections position, focused on cataloguing the museum's artifacts and archives.

Responsibilities:

- Assist with artifact and archival cataloguing including; writing condition reports, photographing artifacts, digitizing photographs and records, and updating the museums' collection database
- Assist with managing collection information and records
- Assist with processing incoming collections (donation/loan forms, accessioning etc.)
- Conduct research related to updating collection records
- Update the museum's website PoCopedia database
- Prepare collection and archival materials for exhibits and displays
- Assist with incoming research requests
- Other duties as assigned

Eligibility

This is a Canada Summer Jobs student position. You are eligible to apply if you:

- Are between 15 and 30 years of age at the start of employment
- Are registered as a full-time student during the preceding academic year
- Intend to return to school on a full-time basis during the next academic year
- Are a student in post-secondary (university, community college, CEGEP, vocational or technical institute)
- Are a Canadian Citizen, permanent resident, or have refugee status in Canada

Qualifications:

- Outstanding organizational skills and attention to detail
- Experience with databases and ability to learn quickly
- High level of computer literacy including spreadsheets and word processing (Microsoft Office)
- Excellent English oral and written communication and interpersonal skills
- Strong research skills
- Able to work independently and in a team environment
- Reliable and punctual



- Able to lift and carry boxes and supplies up to 20 lbs, and able to climb ladders and reach overhead

Desirable skills:

- Experience working in a museum environment
- Experience with PastPerfect database software

Note:

- References required
- A satisfactory police record check is required prior to employment
- Upon hiring, the Canada Summer Jobs Employer Employee Declaration form (EMP 5397) for eligibility must be completed

The position is a full time, 16 week summer position from May 9 – August 26, 2017. Hours are 32.5 hours per week, Tuesday to Saturday at an hourly rate of \$10.85 per hour plus 4% in lieu of vacation pay.

Please submit a cover letter and resume to:

Kelly Brown, Museum Coordinator
info@pocoheritage.org by midnight on Monday, April 24, 2017.
Subject: Job Posting – Museum Collections Cataloguer

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