



The Port Coquitlam Heritage and Cultural Society Museum and Archives

Closing date: Monday April 24, 2017

Position: Sports Researcher

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 researcher position, focused on the local sports and athletes that have contributed to the rich fabric of our community.

Responsibilities:

- Conduct independent research (files, newspaper, published books, internet etc.) on local athletes, teams, and sports history
- Conduct interviews related to sports with members of the community
- Update sports related entries on the museum's website PoCopedia database
- Prepare sports related research material for exhibits, displays, and interactive media
- Assist with incoming sports related 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:

- Enthusiasm and knowledge of sports
- Exceptional research skills
- Exceptional interviewing and interpersonal skills
- Outstanding organizational skills and attention to detail
- High level of computer literacy including database management, spreadsheets and word processing (Microsoft Office)
- Excellent English oral and written communication 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

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 – Sports Researcher

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