

Employment Opportunity



Oliver & District Heritage Society

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

www.oliverheritage.ca

Heritage Assistant – 3 positions available

Full Time (35 hrs/wk) Summer Student Position(s)

Wage: \$12.75/hr

Term: June 2017-August 2017

Deadline for application: April 21, 2017

The Oliver and District Heritage Society (www.oliverheritage.ca) operates a Museum and Archives in Oliver BC, a rural town in the South Okanagan valley known for its unique climate and agriculture production – primarily fruit and wine. Nearby communities include Osoyoos, Penticton, Okanagan Falls, Kaleden, and Kelowna. Our collection deals primarily with artifacts from Oliver and RDOS District area C.

The successful candidate(s), supported by staff, will develop skills in Museum and Archive sectors through practical hands-on experience by performing daily tasks and working on special projects essential to the operation of a heritage organization, with an emphasis on collections, exhibits, and programs.

Qualifications: The ideal candidate(s) will exhibit strong organizational and social skills, responsibility and reliability, attention to detail, a positive attitude, adaptability, and a willingness to learn. They should be comfortable working as a team and independently, and show a genuine interest in heritage work. We are pleased to accept applications from students currently enrolled in a Canadian educational institution, high-school or post-secondary program. All applications will be considered, but preference will be given to students enrolled in programs related to Museum/Archival studies, education, culture, and history. Having access to a vehicle is an asset, but not required.

Job duties include, but are not limited to: Leading facility and walking tours, researching and developing materials for exhibits and programs, working with artifacts and archival collections including cataloguing, inventorying, digital imaging, record-keeping, conservation, and maintaining collections database, assisting visitors, staff, and researchers, social media and blog postings, and office duties/office administration.

Note: The Heritage Assistant position(s) are conditional upon funding. Only shortlisted candidates will be contacted. Applicants must be between the ages of 16 and 30, have been a full-time student in the semester preceding the summer, returning to school full time in the fall of 2016, be eligible to work in Canada, and register in the Young Canada Works program at www.youngcanadaworks.ca.

Application deadline: **April 21, 2017 at 11:59pm**. Please submit resume and cover letter by email to:

Manda Maggs

Executive Director

info@oliverheritage.ca