

# Employment Opportunity



*Oliver & District Heritage Society*

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

[www.oliverheritage.ca](http://www.oliverheritage.ca)

## Collections Assistant Internship

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*Full-time; 35 hrs per week.*

*Wage: \$19.00/hr*

*Term: July 2017 – Dec 2017*

*Deadline for application: June 28 2017*

*The Oliver and District Heritage Society ([www.oliverheritage.ca](http://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 is largely comprised of materials from Oliver and RDOS District area C.*

With support and training from staff, the successful applicant will be organizing and preserving our artifact collection, improving storage, applying appropriate conservation and preservation methods, updating database entries, and improving artifact record-keeping as part of our Collections Management plan. Other tasks may include, but are not limited to: assisting researchers, working with archival collections, working on exhibits, office duties/office administration, and assisting visitors.

The ideal candidate will exhibit strong organizational and social skills, 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 recent post-secondary graduates with an intention to work in the fields of museums/archives, information management, cultural management, heritage resource management, conservation, interpretation or education. Having access to your own vehicle is an asset, but not required.

Note: The Collections Assistant Internship position is conditional upon funding. Only shortlisted candidates will be contacted. Applicants must meet program requirements of the Young Canada Works internship program: [young-canada-works.canada.ca](http://young-canada-works.canada.ca).

Application deadline: **June 28, 2017 at 11:59pm.**

Please submit resume and cover letter by email to:

**Manda Maggs**

Executive Director

[info@oliverheritage.ca](mailto:info@oliverheritage.ca)

Oliver and District Heritage Society Museum and Archives

[www.oliverheritage.ca](http://www.oliverheritage.ca) | 250.498.4027 | 430 Fairview Rd, Oliver BC