



## Collections Intern Position

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TITLE: Collections Intern  
SALARY: \$16 per hour

TERM: Full-time 24 Weeks (Oct. to Mar.)  
APPLICATION DEADLINE: September 5, 2017

The Greater Vernon Museum and Archives is a well-regarded repository of local history, both in the North Okanagan and throughout the British Columbia heritage community. The museum and archives mandate is to contribute to Vernon's future by promoting knowledge and understanding of the past through the collection, preservation, research, exhibition, and interpretation of artifacts and archival materials relevant to the history of the area.

### NATURE AND SCOPE OF POSITION:

The collections intern will work as part of the collections team, assisting with the cataloguing and the inventory of artifacts using the Microsoft Access database. The intern will have the opportunity to work within the frame of the RE-ORG program to assist with the assessment and reorganization of the museum's storage rooms. Other functions of the position will include assisting with donation and research inquiries, aiding in the development of outreach programs and displays and working with other staff members as opportunities arise.

The participant in this internship program will emerge with a set of well-rounded and practical collections and museum oriented experiences and skills, which they will be able to take with them into the job market. The Greater Vernon area is a hub for arts and culture, and exciting changes are taking place at the Greater Vernon Museum and Archives. We are looking for a dedicated and dynamic individual to join our team!

### Qualifications for Collections Intern position

University or college degree/diploma/certificate in museum, conservation or heritage studies  
Good written and verbal communication skills  
Good research and computer skills  
Good problem solving and multitasking abilities  
Flexible and organized  
Ability to work independently and as a team member  
Ability to work in different work environments  
Valid Driver's license and vehicle  
Experience working in a museum is an asset but not required.

Eligibility to work as part of the Young Canada Works Building Careers in Heritage Internship Program:

- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;

Greater Vernon Museum and Archives  
3009-32<sup>nd</sup> Ave.  
Vernon, BC, V1T 2L8  
(250) 542-3142

[curator@vernonmuseum.ca](mailto:curator@vernonmuseum.ca)  
[www.vernonmuseum.ca](http://www.vernonmuseum.ca)

- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

HOW TO APPLY:

E-applications only to: [jesslyn.jarvis@vernonmuseum.ca](mailto:jesslyn.jarvis@vernonmuseum.ca)

Subject line: Collections Intern Position

Attachments: Resume and Cover Letter

Application deadline: September 5, 2017

Start Date: Oct 10, 2017 (24 wks paid + 1wk unpaid Christmas vacation)

IN ADDITION ALL POTENTIAL CANDIDATES MUST:

- Visit the Young Canada Works login page;
- Create an account by clicking on the "Sign Up" link, then complete and submit a candidate profile
- Through the "Search for a job" link, find the Greater Vernon Museum and Archives Intern Position, click on the job title and then on "Express interest in this job".

For more information on the Museum and Vernon please visit:

Greater Vernon Museum and Archives: <http://www.vernonmuseum.ca/index.html>

City of Vernon: <https://www.vernon.ca>

Tourism Vernon: <http://www.tourismvernon.com/en/index.aspx>

Regional District of the North Okanagan: Art, Culture and Youth:

<http://www.rdno.ca/index.php/services/recreation/greater-vernon-parks-recreation-culture/arts-culture-youth>

Greater Vernon Cultural Plan: <http://www.rdno.ca/index.php/services/recreation/greater-vernon-parks-recreation-culture/arts-culture-youth/cultural-plan>

*This position is funded, in part, by the Young Canada Works in Heritage Institutions program of the Department of Canadian Heritage, administered by the Canadian Council of Archives.*

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