

GULF OF GEORGIA CANNERY NATIONAL HISTORIC SITE

Collections Assistant Job Posting

The Gulf of Georgia Cannery, built in 1894 in the village of Steveston, is a living monument to the individuals involved in Canada's West Coast Fishing industry. The site is operated by the Gulf of Georgia Cannery Society, an independent, non-profit society and registered charity. The site is open to the public year-round, and welcomes over 56,000 visitors each year.

We are currently seeking creative, professional, positive and organized applicants for the position of Collections Assistant.

Reporting to the Collections Manager, responsibilities include:

- Working in the collection storage and exhibit areas to inventory artifacts
- Moving, organizing, re-tagging, and cleaning artifacts and updating artifact records
- Updating artifact condition assessments
- Keeping the public up to date on the progress of the Collections Rationalization Project through social media postings, Cannery newsletter articles, and /or the creation of small displays.

Qualifications:

- University student entering second year of study or higher, with courses in history, museum/curatorial or archives studies, anthropology, fine arts or other related fields
- Previous experience in a museum environment an asset
- Computer skills including knowledge and experience using Microsoft Word, Excel, Access, and photo editing software are an asset
- Excellent organizational, technical writing, research, and manual skills with a penchant for attention to details
- Excellent English communication skills, both written and verbal
- Excellent interpersonal skills, with experience working both independently and with a team

Condition of Employment:

- A clean criminal record check
- Must be between the ages of 16 and 30 and a full-time student returning to full-time studies in the fall. ***Due to restrictions on funding, we are not able to hire students in a university co-op program for this position.**

This is a **full-time 16 week position** from May to the end of August. Must be available to work weekdays with the potential requirement to work some early mornings and/or weekends.

Salary: \$12.26 – \$15.63 per hour, plus 4% in lieu of vacation.

Please send resume and cover letter to:

Heidi Rampfl, Collections Manager
Gulf of Georgia Cannery Society
12138 Fourth Avenue, Richmond, BC V7E 3J1
heidi.rampfl@gogcannery.org

Deadline to apply: January 31st, 2018

Only those candidates chosen for an interview will be contacted. No phone calls please.

For more information about the site, please visit: www.gulfofgeorgiacannery.org