



PoCo Heritage Museum and Archives
Operated by The Port Coquitlam Heritage and Cultural Society

Position: Museum Assistant

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture. We are seeking two Museum Assistants to join our team this summer!

Working under the direction of the Museum Coordinator, the Museum Assistants will be responsible for:

- Artifact and archival cataloguing including; writing condition reports, photographing artifacts, digitizing photographs and records, and updating the museums' collection database
- Processing incoming collections (donation/loan forms, accessioning etc.)
- Prepare collection and archival materials for exhibits and displays
- Conduct research as needed for community research requests, upcoming exhibits, collection records, and educational programs
- Assisting with the design and implementation of educational programs
- Special community and museum events
- Other duties as assigned

Qualifications:

- Outstanding organizational skills and attention to detail
- High level of computer literacy including spreadsheets, databases, and word processing (Microsoft Office)
- Excellent English oral and written communication and interpersonal skills
- Strong research and critical thinking skills
- Able to work independently and in a collaborative 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
- Experience with PastPerfect database software
- Museum events and/or programming experience



Eligibility

These positions are pending receipt of funding. You will be 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
- Can provide a satisfactory police record check

The position is a full time, 16 week summer position from May 1 – August 18, 2018. Hours are 32.5 hours per week, Tuesday to Saturday at the rate of \$14 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 9, 2018.
Subject: Job Posting – Museum Assistant

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