

Temporary Employment Opportunity

Position: Collections Assistant – dependent on funding approval (YCW)

Term: May 14 – August 31, 2018 (full-time)

Salary: \$16/hr + 10% in lieu of benefits and holidays (CUPE 15)

Number of Positions: 2

The Vancouver Maritime Museum is currently seeking two enthusiastic, organized students with a passion for history, to serve as Collections Assistants. The Museum is beginning a major inventory and cataloguing project in preparation to put the museum's collection on a public database interface. Students will work with the Curator to rehouse and catalogue artifacts in the museum's collections storage room.

Duties:

- Organizing, re-labeling, and conducting research on artifacts
- updating artifact records and creating new artifact records for the museum database
- Photographing artifacts for the museum database
- Creating blog/social media posts about artifacts

Qualifications:

- University students entering 3rd year of education or higher, enrolled in archaeology, museum studies, history or related programs (preferred)
- Experience with museums or museum collections management systems is an asset
- Proficient in Microsoft Office Suite
- Excellent communication, research and writing skills
- Excellent organizational skills and an enthusiasm for history and education

Applicants Must:

Be a Canadian citizen, permanent resident or have been granted refugee status in Canada; are legally entitled to work in Canada; be between the ages of 16 and 30 years of age at the start of your employment and are a fulltime post-secondary student who intends to return to school in the fall. The applicant also must be registered in the YCW candidate inventory and be available to work full-time.

Please email resume and cover letter to: Duncan MacLeod, Curator

Email: curator@vanmaritime.com

Deadline to apply: April 15, 2018

Only those candidates chosen for an interview will be contacted. No phone calls please. For more information about the Vancouver Maritime Museum, please visit:

www.vanmaritime.com

The Vancouver Maritime Museum is an equal opportunity employer and encourages all individuals meeting the qualifications listed above to apply.

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