



## ARCHIVES & COLLECTIONS ASSISTANT CHINATOWN STORYTELLING CENTRE

The Vancouver Chinatown Foundation is in the process of building the Chinatown Storytelling Centre at 168 East Pender Street, Vancouver. The Storytelling Centre is slated to open in Summer 2018 and serves to be a repository that gathers, conserves and shares the stories of the Chinese-Canadian experience, the contributions made to historic neighbourhoods such as Chinatown as well as to nation-building as a whole. By way of exhibitions, community events, education programs and a substantial archive and collections system, the Storytelling Centre aims to contribute to the ongoing revitalization of Chinatown.

Through the Young Canada Works program delivered by Canadian Council of Archives, we seek to fill the position of **Archives & Collections Assistant**.

Working under the direction of the Curator, Special Exhibitions, the Archives & Collections Assistant's duties include:

- Assisting in the development and implementation of the Storytelling Centre's Archives and Collections Management System.
- Assisting in the creation of process and policy documents related to Collections.
- Gathering, appropriately handling, reviewing, scanning, and cataloguing cultural artifacts, photographs and other historical documents.
- Working with interviewees, members of the community, and the curatorial and research team to interview, edit and digitally archive stories and oral histories.
- Working collaboratively with museum staff and volunteers in consideration of the public opening and holistic operation of the Storytelling Centre.
- Other administrative tasks and museum duties, as needed.

### Qualifications:

Students who are self-driven, possess a can-do attitude and are enthusiastic about learning, currently studying in related programs (such as archival studies, library/information sciences, museum studies, history, archaeology, anthropology, Asian and migration studies, or with related coursework). Being detail-oriented and organized are core skills for this position.

Working knowledge of computer programs that include word processing, spreadsheets/databases, A/V editing software; and scanners, printers and cameras. Design software would be an asset.

Experience with various modes of research required. Interest in Chinatown, immigration history, places of heritages and museums is desirable. Must be fluent in English (written and oral); an understanding of Cantonese or written Chinese would be an asset.

Equity groups such as women, Indigenous youth, and visible minorities are encouraged to apply. Our office is on the second floor of a heritage building with no elevator access; we regret that this may cause hardship for those with mobility issues.

**Terms of Employment:**

**\*\*\*Candidates must be eligible under the Young Canada Works in Heritage Organizations program:** <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

The position runs from April 30th to August 17th, 2018 for 35 hours/week. Schedule may include some evening or weekend work, which would be discussed in advance.

The wage is \$14.00/hour plus 4% vacation pay. Position hours are dependent on receiving successful funding from the Young Canada Works in Heritage Organizations program.

**To Apply:**

Please submit resume and cover letter to Catherine Clement - Curator, Special Exhibitions - via email at [careers@chinatownfoundation.org](mailto:careers@chinatownfoundation.org) or mail at 3rd Floor-127 East Pender Street, Vancouver, BC V6A 1T6.

No calls please. Deadline for applications is by end of day Sunday April 15th.

We thank all applicants; however, only those shortlisted will be contacted.

The Vancouver Chinatown Foundation is a registered charity and non-profit with the mission to revitalize Chinatown while preserving and honouring the irreplaceable cultural heritage of this neighbourhood. To learn more, visit [www.chinatownfoundation.org](http://www.chinatownfoundation.org).