



Archives Assistant - Contract Position

Vancouver Police Museum & Archives

The Vancouver Police Museum and Archives (VPMA) opened to the public in 1986. Established by the Vancouver Police Historical Society, the VPMA is an independent, non-profit organisation that collects, preserves, and provides access to historical records, artefacts, and stories. Records include historical documents related to the history of Vancouver within the context of the Vancouver Police Department and the Vancouver Coroner's Services and City Analyst Lab.

The VPMA aims to provide the best primary source documents to researchers, historians, and all individuals interested in Vancouver's law enforcement and coroner's history.

Job Description

Working under the supervision of the Museum Curator and Archivist, the successful candidate will be assisting in an archives management project. The candidate will be responsible for cleaning, providing conservation and preservation care to rare archival materials, digitising these materials and transcribing contextual information for future research and public access use. The project will involve creating custom enclosures for the above archival materials and ensure that proper long-term storage standards are met as per set out in the VPMA guidelines.

Requirements:

- An interest in a career in archival collection management
- Excellent research, communication, and interpersonal skills
- Ability to use a camera and familiarity with photo metadata programs
- Computer literacy, including Microsoft applications
- Detail oriented
- Ability to work as part of a team and independently
- Be a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Recent graduate (within 24 months) in museum studies, history, archival studies or a related field under the age of 30.

Application Deadline: July 9, 2018

A successful candidate will commit to the term of the project (6 months) from the date hired - July 17th, working 30 hours per week, Tuesday through Friday from 9am-5pm. The hourly rate for this position will be \$16.00. A criminal reference check is required.

Please forward your cover letter and resume by email to director@vancouverpolicemuseum.ca

Rosslyn Shipp, Director | Vancouver Police Museum