

Employment Opportunity



Oliver & District Heritage Society

PO Box 847, 430 Fairview Road
Oliver, BC V0H 1T0
www.oliverheritage.ca

Collections Assistant

Full Time (35 hrs/wk) 6-month Internship: Collections Assistant

Wage: \$19.00/hr

Term: August 2018 - February 2019. Start date negotiable.

Deadline for application: July 16, 2018 at 11:59pm.

The Oliver and District Heritage Society (www.oliverheritage.ca) operates a Museum and Archives in Oliver BC, a rural town in the South Okanagan valley known for its unique climate and agriculture production – primarily fruit and wine. Nearby communities include Osoyoos, Penticton, Okanagan Falls, Kaleden, and Kelowna. Our collection deals primarily with artifacts from Oliver and RDOS District area C.

With support and training from staff, the successful applicant will be organizing and preserving our artifact collection, improving storage, applying appropriate conservation and preservation methods, updating database entries, and improving artifact record-keeping as part of our Collections Management plan.

Other tasks may include, but are not limited to: assisting researchers, working with archival collections, developing exhibits, office duties/office administration, and assisting visitors.

The ideal candidate will exhibit strong organizational and social skills, attention to detail, a positive attitude, adaptability, and a willingness to learn. They should be comfortable working as a team and independently, and show a genuine interest in heritage work.

We are pleased to accept applications from recent post-secondary graduates with an intention to work in the fields of museums/archives, information management, cultural management, heritage resource management, conservation, interpretation or education. Vehicle is required.

Note: The Collections Assistant Internship position is conditional upon funding. Only shortlisted candidates will be contacted. Applicants must meet program requirements of the Young Canada Works internship program: young-canada-works.canada.ca.

Application deadline: **July 16 2018 at 11:59pm**. Please submit resume and cover letter through the Young Canada Works web portal for students. Questions regarding this position may be sent to:

Manda Maggs
Executive Director
info@oliverheritage.ca