

# Employment Opportunity



*Oliver & District Heritage Society*

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

[www.oliverheritage.ca](http://www.oliverheritage.ca)

## Heritage Assistant

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*Full Time (35 hrs/wk) Summer Student Position(s)*

*Wage: \$14/hr*

*Term: May - August 2019*

*Deadline for application: April 10, 2019 at 11:59 pm*

*The Oliver and District Heritage Society ([www.oliverheritage.ca](http://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.*

The successful candidate(s), supported by staff, will develop skills in the Museum and Archives sectors through practical hands-on experience by performing daily tasks and working on special projects essential to the operation of a heritage organization, with an emphasis on collections, exhibits, and programs.

Qualifications: The ideal candidate(s) will exhibit strong organizational and social skills, responsibility and reliability, attention to detail, a positive attitude, and a willingness to learn. They must be able to conduct themselves in a friendly, professional manner and demonstrate excellent time management skills. They must have excellent communication and writing skills. The ideal candidate will be positive, enthusiastic, creative, and willing to learn new skill sets. They should be comfortable working as a team and independently, and show a genuine interest in heritage work. All applications will be considered, but preference will be given to students enrolled in programs related to Museum/Archival studies, education, culture, and history. Having access to a vehicle is an asset for this position.

A working knowledge of word processing, spreadsheets, computer operating systems, scanners, printers, DSLR cameras, social media and websites, and photo manipulation software is preferred. Office administration, interpersonal skills, research skills, and docent experience would also be assets.

Job duties include, but are not limited to: Leading facility and walking tours, researching and developing materials for exhibits and programs, working with artifacts and archival collections including cataloguing, inventorying, digital imaging, record-keeping, conservation, and maintaining collections database, assisting visitors, staff, and researchers, social media and blog postings, and office duties/office administration.



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**Note:** Applicants must be between the ages of 16 and 30, have been a full-time student in the semester preceding the summer, be returning to school full-time in the fall of 2019, be eligible to work in Canada, and register in the Young Canada Works program at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca).

Application deadline: **April 10, 2019 at 11:59pm.**

Please submit resume and cover letter by email to:

Executive Director  
Julianna Weisgarber  
[info@oliverheritage.ca](mailto:info@oliverheritage.ca)