

Job Posting

Collections Assistant

Nikkei National Museum

6688 Southoaks Crescent, Burnaby BC

604 777-7000

Period of employment: May 1 – August 20, 2019 (16 weeks total)

Hours: 9:30 am – 5pm Tuesday to Saturday

Salary: \$16.00 per hour

The Nikkei National Museum (NNM) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the Musqueam, Squamish, Tsleil-Waututh, and Kwikwetlem First Nations territories. The mandate of the Nikkei National Museum (NNM) is to honour, preserve, and share Japanese culture and Japanese Canadian history and heritage for a better Canada. Currently the NNM's repository houses more than 30,000 photographs, 500 oral history recordings, over 30 metres of textual materials, and over 2500 artefacts and artworks.

Job description:

The Collections Assistants, under direction from the museum staff, will participate in preserving and making accessible archival material including photographs, textual materials, and artefacts (personal belongings), related to the history of Japanese Canadians. From 1942-1946, over 22,000 Japanese Canadians were forcibly removed from the west coast and sent to internment camps in the interior of BC, or other work camps across Canada. They lost all of their property, including cars and boats, businesses, and many of their personal belongings; and were denied access to education and job opportunities. The archival material that survived the tumultuous years and are preserved at the Nikkei National Museum spans over 140 years of Canadian history. We aim to preserve and make accessible these historically valuable records to educate individuals of all backgrounds about past discriminatory and unjust policies within Canada. We aim to work with the Collections Assistants in processing acquisitions significant to Canadian history; adding and making publicly available about 2000 materials on our online database related to British Columbia's fishing industry before and after the Second World War; and provide in person access to records and artefacts on display in the new core exhibit.



The Nikkei National Museum received a very generous gift from Yoshiko Karasawa and supportive funds from the Canadian Heritage Cultural Spaces fund towards the redevelopment of the Museum space. The renovation is nearing completion and we look forward to welcoming visitors to our expanded archives, Karasawa Gallery, and Charles H. Kadota Resource Centre space in summer 2019. Our core exhibit will explore themes of immigration, civil rights, culture, community, and activism within Canada. Archival materials and artefacts will be abundant to museum visitors and the Collections Assistants will have the opportunity to support the preparation and installation of a new core exhibit to be unveiled in the new gallery. Prior to the start of the Collections Assistants contracts, NNM staff will relocate the archives from temporary storage to the new permanent vault in March-April; as a result, some assistance in finishing the relocation may be required in May.

The work will take place within the Nikkei National Museum so there will be a ready exchange of information and experience with other museum staff and the opportunity to immerse in the workings of a small, community-based, culturally significant heritage institution. The Collections Assistants will gain experience in the daily operations of the museum including but not limited to care and handling, acquisition and donor relations, archival arrangement, description following national standards, digitization following international best practices, condition reporting, database management, environment and storage management, museum standards and policy, research procedures, and writing. Opportunities to submit articles to community publications are available, including the Nikkei National Museum's eNews, our periodical print and electronic publication Nikkei Images, the Nikkei Voice newspaper, and the Bulletin-Geppo journal. Collections Assistants may also participate in supporting NNM staff with museum/education programs and gift shop sales. The Collections Assistants will engage in public outreach at special events where information on the NNM's programs are shared. The NNM participates in the Salmon Days Festival in Steveston, the Powell Street Festival in Vancouver, and the Nikkei Matsuri Festival in Burnaby.

The Collections Assistants must be organized and detail oriented and will perform other related duties as required. They will acquire and enhance a range of skills in communication, information management, problem solving, strategic planning, leadership skills, personal management, and collaborative environments under direction of museum staff. The setting will provide experience in cultural diversity, working as a team, working collaboratively with other programs and exhibitions, and the importance of preserving history for future generations.



Skills required

Student in the field of history, anthropology, english, asian canadian and asian migration studies, museum studies, curatorial studies, or library and archival studies.

Must be a current full-time student between the ages of 16 and 30 and intend to return to your studies in the fall.

Good level of computer literacy including spreadsheets, database software, email.

Familiar with the Rules of Archival Description.

Familiar with preservation and conservation.

Fluent in English with excellent writing skills. Advanced Japanese language would be an asset.

Knowledge of Canadian History/Japanese Canadian History would be an asset.

Regularly required to lift and/or move up to 10 lbs; 15-20 lbs on an occasional basis.

We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

Applications

Please forward applications with resume by email to:

Sherri Kajiwara - skajiwara@nikkeiplace.org

Applications will be accepted until April 12th.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Location

The Nikkei National Museum is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away. www.nikkeiplace.org www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html

