

# Employment Opportunity



*Oliver & District Heritage Society*

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

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

## Collections Assistant

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*Full Time (35 hrs/wk)*

*Wage: \$19/hr*

*Term: Sept. 2019 - March 2020*

*Deadline for application: August 30, 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 applicant, supported by staff, will be engaged in organizing and preserving our artifact collection, improving storage, updating database entries, improving artifact record-keeping as part of our Collections Management plan, and developing public programming. Other tasks may include, but are not limited to: planning and assisting with events, providing tours, assisting researchers, working with archival collections, and office duties/office administration.

Qualifications: The ideal candidate will exhibit strong organizational and social skills, responsibility and reliability, attention to detail, a positive attitude, creativity, enthusiasm, and a willingness to learn. They must be able to conduct themselves in a friendly, professional manner and demonstrate excellent time management skills. They also must have excellent communication and writing skills.

The ideal candidate 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 recent post-secondary graduates with an intention to work in the fields of museums/archives, information management, cultural management, heritage resource management, conservation, history, education, or a related field. Having access to your own vehicle is preferred.

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 decent experience would also be assets.

The Oliver & District Heritage Society is an equal opportunity employer and encourages applications from all qualified candidates. All genders, indigenous people, people with disabilities, and members of underrepresented groups or visible minorities are encouraged to apply.

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.

**Note:** Applicants must be between the ages of 16 and 30, a Canadian citizen/permanent resident or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible), have graduated from college or university within the last 24 months, be eligible to work in Canada, and register in the Young Canada Works program at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca).

Application deadline: **August 30, 2019 at 11:59pm.**

Please submit resume and cover letter by email to:

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