

Job Title: Digitization and Research Assistant (YCW)

Reports to: Executive Director

Status: Contract, Full-Time

Contract Dates: November 4, 2019 to March 31, 2020

Hours: Monday to Friday, 9:00am-4:30pm (shifts may be required outside these hours)

Salary: \$17.00/hour

Closing Date: October 16, 2019 at 4:00pm

At the Chilliwack Museum and Archives, it is our goal to connect the community with Chilliwack's history. The Digitization and Research Assistant will be a vital part of fulfilling that goal. This position will work primarily in our archives' location, providing support services to the Archivist and Curator in regards to assisting with the artifact and archival backlog and research for upcoming museum exhibitions.

Primary responsibilities will include:

- Responsible for appraising, arranging, and describing archival collections;
- Addressing minor preservation needs in conjunction with best practices and standards while processing archival and artifact collections;
- Processing and accessioning artifact donations, including photographing artifacts, description of donations and entering data into the Chilliwack Museum and Archives' PastPerfect database;
- Assist with packing, arranging, and storing artifacts in accordance with best practices and standards;
- Respond to email, phone, and in-person research inquiries;
- Provide an orientation to researchers on how to access and search records;
- Be involved in exhibition planning, development, and installation.

Qualifications:

- A Bachelor of Arts in History, Museum Studies, Archives and Manuscripts, Library and Information Technology, Public History, Cultural Resource Management, or a related discipline is required.
- Basic knowledge of Chilliwack and working understanding of British Columbia and Canadian history is desirable.
- A basic understanding of museum theory and archival practices would be considered an asset.
- Excellent interpersonal and written communication skills are required.
- Basic computer proficiency and willingness to learn new programs. Familiarity with the Adobe Creative Suite, in particular Adobe Photoshop, Audition and InDesign, is an asset.
- A Passion for arts, culture, community, and heritage!
- Candidate must be able to provide a clean criminal record check.

The Candidate must fulfill the eligibility criteria as outlined by Young Canada Works, including:

- Must be a Canadian citizen or permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Are legally entitled to work in Canada;
- Will be between 16 and 30 years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with the program;
- Are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- Are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- Are not receiving Employment Insurance (EI) benefits while employed with the program; and
- Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

The Chilliwack Museum and Archives is an equal opportunity employer. All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Maurice
Executive Director
Chilliwack Museum & Archives
shawna@chilliwackmuseum.ca

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.

This position is supported by YCW Grant Funding.

For more information about Chilliwack and the Chilliwack Museum and Archives, please visit:

www.chilliwackmuseum.ca
www.chilliwack.com
www.tourismchilliwack.com