

**Job Title: Archival & Curatorial Assistant (YCW)**

**Reports to:** Archivist and Curator

**Status:** Summer Student, Contract, Full-time

**Contract Date:** May 11, 2020 to August 29, 2020

**Hours:** Tuesday to Saturday 9:00am-4:30pm (shifts may be required outside these hours)

**Salary:** \$16.00/hour

**Closing Date:** April 17, 2020 at 4:00pm

**This position is dependent on grant funding.**

**Summary of Position:**

Our vision is to connect people with Chilliwack's history. This Summer Student position is an opportunity for a young person returning to full-time studies to experience a dynamic work environment in the Museum and Archives. The Archival and Curatorial Assistant will gain valuable experience while helping to fulfil the organization's vision.

The position will provide the successful candidate with an opportunity to gain direct knowledge and experience of several aspects of community museum and archives operations, including collections management, exhibition research, and program development.

**Duties & Responsibilities:**

The Archival / Curatorial Assistant will assist the Archivist and Curator by participating in a broad range of projects, including;

- Stabilization of archival materials using standard preservation practices;
- Research, analyze, appraise, and organize archival records, placing material in appropriate storage containers, writing standardized labels, and updating finding aids in accordance with best practices and Rules for Archival Description;
- Digitize archival records, artwork, and photographs for preservation and photograph requests;
- Assist with historical research requests in person, phone, and email;
- Conduct historical research using the institutions archival collections and resources;
- Assist with object donation processing tasks, including documentation and research, labeling and numbering, photographing, data input into PastPerfect Museum Software and object handling/storage of materials in accordance with best practices.
- Under the supervision of the Curator, aid in the installation of our upcoming *Contours: The Shape of our City* exhibition and be responsible for the development of a mini-exhibition – including (but not limited to) research, textual development, design, artifact selection and installation.
- Assist with ongoing collections management projects, including transferring textiles to hanging storage and reorganization of object storage area.
- Coverage of the museum front desk on Saturdays.

**Qualifications:**

- University student, preferably in the heritage field, or with courses in history, anthropology, archaeology, art history, museum or archival studies, cultural Geography, library science, or another related field;
- Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets;
- Experience working with children and families, ideally in a teaching environment, would be assets;
- Excellent organizational, technical writing, research, and manual skills with strong attention to details;
- Must be courteous and tactful in dealing with the public, work well in a team environment, and be able to work with minimal supervision;
- Previous experience in a museum environment would be a definite asset;
- Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.

This position will be offered pending confirmation of funding. Applicants must be full-time students planning to return to full-time studies in the fall of 2020 and must be registered on the Young Canada Works on-line candidate inventory. This is a 16-week term position.

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](mailto:shawna@chilliwackmuseum.ca)

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