

POWELL RIVER HISTORICAL MUSEUM & ARCHIVES

Archival Assistant

The Archival Assistant general duties include assisting Public Engagement Coordinator and Executive Director in welcoming visitors to the Powell River Historical Museum & Archives and supporting the day-to-day care of the museum collections and displays. They will work alongside the Public Engagement Coordinator and Executive Director and volunteers in the ongoing digitization and cataloguing the archival collections. The Archival Assistant will arrange and describe archival records and related objects according to accepted professional standards (i.e. Rules of Archival Description, Nomenclature 4.0) and complete catalogue records in the museum's database (Past Perfect 5.0).

The Archival Assistant will work with the public, responding to research requests from local and distant researchers and genealogist, providing reference services in person, over the phone, and by email. The Archival Assistant will be assist in tracking researcher and visitor data, manage cash and complete transactions in relation to research fees and gift shop sales. The Archival Assistant when required will work alongside museum staff and volunteers in the organization and delivery of education and public programs including cultural events held both on and off site.

Employment term: June 1, 2021 – August 31, 2021; 30 hours per week (Monday to Friday, however some weekend work will be required)

Compensation: \$17.00 per hour

Description of Duties:

As Archival Assistant, you may have the opportunity to work on some or all of the following activities:

- Orient visitors to the Museum and Archives
- Assist patrons with their research needs; respond to research requests
- The Archival Assistant will be tasked with generating content for the Museum's website including the preparation of archival descriptions and finding aids, and the curating, editing and captioning of historic images to be shared with the public (approx. 1000 images)
- Scan archival material identified as priority by staff
- The Archival Assistant will assist the Public Engagement Coordinator with the development of social media content for the PRHMA's Facebook and Twitter.
- The Archival Assistant will also have the opportunity to develop their own small display on a local cultural or heritage topic, displayed in the Museum or at an offsite location.

Qualifications:

Ideal candidates have taken courses in relevant disciplines (i.e. History, Museum Studies, Anthropology, Archaeology, Tourism, and/or Education) and possess excellent communication and organizational skills. Experience developing and/or delivering educational programs for child and/or adult audiences is considered an asset. The selected student will be responsible, able to follow directions well, and demonstrate an ability to work with minimal supervision. A keen interest

in local history is also an asset. Candidates will have, or be willing to obtain a police records check. Comfort using computers and office software is an asset. Strength to lift 50 lbs is an asset. Necessary training and support will be provided.

To be eligible, students are required to meet the eligibility criteria set forth by the grant program (Canada Summer Jobs - CSJ)

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

The Powell River Historical Museum & Archives is an equal opportunity employer. Please apply with a cover letter and resume by email to: info@powellrivermuseum.ca. Include "Attn: Executive Director – Archival Assistant (Summer)" in the subject of your email. Applications are due May 17th, 2021.

We would like to thank all applicants for their interest in this position. Only candidates selected for an interview will be contacted.

Powell River Museum
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