

Curatorial Assistant– Young Canada Works Position

The Vancouver Maritime Museum is currently seeking a motivated, enthusiastic, organized individual with a passion for history, to serve as a Curatorial Assistant to assist the curatorial department in a cataloguing, digitizing and artifact rehousing project. The successful applicant will be organized and enthusiastic about collections management. This temporary, full-time position is funded in part by the Young Canada Works (YCW) employment initiative of the Department of Canadian Heritage.

Employment term: May 25, 2021 – August 27, 2021 (14 weeks); 35 hours per week. **Position is subject to grant funding.**

Remuneration: \$16.00 per hour + 10% in lieu of benefits and statutory holidays.

Responsibilities:

- Working in museum's storage facilities to inventory artifacts
- Organizing, re-labeling, measuring, and conducting research on artifacts in the collection
- Updating artifact records and creating new artifact records for the museum database
- Photographing artifacts for the museum database
- Creating blog/social media posts about artifacts

Qualifications:

- University students entering 3rd year of education or higher, enrolled in archaeology, museum studies, history or related programs
- Prior experience with museum or museum collections management systems is an asset
- Proficient in Microsoft Office Suite
- Excellent communication, research and writing skills
- Excellent organizational skills and an enthusiasm for history and education
- Eligible candidates must meet requirements for the YCW program and be a full-time student (16-30 years old) or returning to full-time studies in the fall.

How to apply: Apply with a cover letter and resume by Friday, April 22nd by email to: Duncan MacLeod, Curator at curator@vanmaritime.com

The Vancouver Maritime Museum Society is an equal opportunity employer and the Government of Canada's job equity groups are encouraged to apply. No phone inquiries please. Please note that only short-listed candidates will be notified.

The Vancouver Maritime Museum is located on the located on the traditional territories of the xʷməθkʷəy̓əm (Musqueam), sk̓w̓x̓wú7mesh (Squamish) and sel̓ílʷitulh (Tseil-Waututh).