

Summer Employment Opportunity
Position: Curatorial Assistant

The Mission District Historical Society is seeking a temporary Curatorial Assistant for the Mission Museum. The Curatorial Assistant will help prepare an upcoming exhibition and perform associated curatorial tasks, including cataloguing artefacts, collections inventory, data entry, and historical research. The Curatorial Assistant will also assist with developing a Disaster Mitigation Plan for the museum collections.

Duties and Responsibilities:

- Cataloguing artefacts including identifying, numbering, data entry, photo documentation, while observing proper conservation and storage techniques.
- Assisting the Museum Manager with collections management tasks, such as inventory and deaccessioning.
- Performing meticulous historical research.
- Planning and researching for an upcoming online exhibit and social media series.
- Assisting with special events and attend to the public as needed.
- Identifying potential risks to the collection, developing maintenance and monitoring plans, and acquiring resources for the recovery of collections in the case of an emergency.

Qualifications:

- Strong written and oral communication skills.
- Meticulous attention to detail.
- Possess excellent interpersonal skills.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work well independently as well as collaboratively.
- Proficient with the Microsoft Office Suite.
- Proficiency with the Adobe Creative Suite an asset.

Eligibility

- Must be aged 15 to 30 years to apply;
- Must be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Must pass a criminal record background check.

Terms of Employment:

- 30 hours per week for 10 weeks, beginning June 2 through August 7, 2021; part time work negotiable.
- Regular Hours: Wednesday-Saturday; 9:00am-4:30pm with some occasional work required outside of these hours.
- This position is subject to the receipt of funding through the Canada Summer Jobs Grant program.
- Rate of Pay: \$17.00 per hour.

Applications:

Please submit resumé and cover letter by **Friday, May 21st** to Courtney Miller, Acting Manager, in person or via email at info@missionmuseum.com.

Thank you to all applicants, however, only those short-listed for an interview will be contacted.