

**Box 1515**

**Vanderhoof, B.C. V0J 3A0**

The Nechako Valley Historical Society is seeking a temporary Data and research person for the Vanderhoof Museum. This person will perform data entry activities to populate a new digital collection data base with previously accessioned objects.

**Duties and Responsibilities**

* Converting hard-copy records into digital records
* Correcting existing records to bring them up to archival standards.
* Cataloguing artefacts including identifying, data entry, photo documentation while observing proper conservation and storage techniques.
* Develop a photography process to ensure photographs are attached to the correct data base.
* Identifying, recording, and flagging anomalies such as accessioned objects/specimens with missing paperwork or incomplete paperwork.

**Qualifications**

* Has superior communication skills (written and oral)
* 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.

**Eligibility**

* Prior experience with museum or museum collections management systems is an asset.
* Has a high level of computer literacy.
* Possesses excellent organizational, research and interpersonal skills.
* Is proficient in the English language, both written and spoken
* Preference given to candidates with previous work or volunteer experience in a museum, archives, or historic site.

**Wages and hours**

$16.00 per hour 35 hours a week

**How to apply:** Apply with a cover letter and resume by May 11, 2021 email to: Anne Davidson at adavidso@hwy16.com

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