



Collections Assistant (Young Canada Works in Heritage Organizations)

The Vancouver Police Museum & Archives is seeking a dedicated, responsible and personable individual with a willingness to learn to assist the Museum Curator with a collections management project.

Employment term: June 10 - August 29, 2021 (12 weeks)

Work schedule: Thurs, Fri, Sat, Sun 9:00 am to 5:00 pm (also occasional alternate days or evenings)

Remuneration: \$15.50 hourly + 4% Vacation pay

Who We Are

The Vancouver Police Museum & Archives (VPMA) delivers a unique perspective on the history of law and law enforcement within the context of the City's growth and development. The VPMA is located in the heart of historic Vancouver and is housed in the heritage building that was once home to the City's Coroner's Court, Morgue, and City Analyst's Laboratory. The VPMA is a stand-alone, non-profit institution that relies solely upon admissions, membership, donations, and grants to support its operations.

Vancouver Police Museum & Archives strives to:

- Create an intrigue into the history of the City of Vancouver and its relationship to local law enforcement, criminal investigation, and forensic sciences.
- Provide a unique educational opportunity for people to experience the history, tactics, and challenges of the Vancouver Police Department both past and present.
- Engage visitors in exploring topics of law enforcement, criminal investigation and forensic sciences from an informed and rounded perspective.
- Be a safe place for open dialogue on controversial topics surrounding law enforcement and crime as it relates to the City of Vancouver.

Job Description

Working under the supervision of the Museum Curator, the successful candidate will be assisting in a collections management project: From the Coroner's Closet: Digitization and Rehousing of the VPMA's Historic Uniform Collection.

The candidate will be responsible for full documentation of artifacts relating to the collection management project including but not limited to artefact accessioning, description of records, essential preservation, and digitization. The project will involve managing new storage areas and proper storage of collection artifacts.

Qualifications

- An interest in a career in collections management or a related field

- Excellent research, communication, and interpersonal skills
- Computer literacy, including Microsoft applications
- Attention to detail with a high level of accuracy
- Exhibit experience with project management
- Experience with digital databases or information management
- Ability to work as part of a team and independently

A successful candidate will commit to the term of the project from the date hired - June 10, working 30 hours per week, Thursday through Sunday from 9 am to 5 pm. The hourly rate for this position will be \$15.50 +4% vacation pay. A criminal reference check is required.

Eligibility

To be eligible for a YCW in Heritage Organizations position job candidates must be:

- A Canadian citizen or a permanent resident, or have official refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- Legally entitled to work in Canada;
- Between 16 and 30 years of age at the start of employment;
- Be willing to commit to the full duration of the work assignment;
- Will not have another full-time job (over 30 hours a week) while employed with the program;
- Attending college or university full-time and returning to study in the fall.

VPMA is committed to building and maintaining an inclusive work environment that reflects the diversity of the audiences we serve. We encourage applications from all qualified candidates, including from racialized persons/persons of colour, Indigenous persons, and persons with disabilities. Should you require accommodation during the application or hiring process, please be in touch with us at info@vancouverpolicemuseum.ca so that we may meet your needs.

For more information about the VPMA, please visit our website at www.vancouverpolicemuseum.ca

To ensure Young Canada Works (YCW) eligibility, all applicants must register online at:
<https://young-canada-works.canada.ca/Account/Register>

How to apply

Please submit your resume and cover letter in one PDF via email with the subject Collections Assistant Application to director@vancouverpolicemuseum.ca.

Attn: Diane Panozzo, Museum Director

Vancouver Police Museum & Archives

240 East Cordova Street, Vancouver, B.C. V6A 1L3

Deadline

Application deadline: Wednesday May 12, 2021 @ 5 pm EDT.