



## Archives Intern Position

---

TITLE: Archives Intern  
SALARY: \$16 per hour

TERM: Full-time 16 weeks (Aug. to Nov.)  
APPLICATION DEADLINE: July 16, 2021 at 5 pm

The Greater Vernon Museum & Archives has a longstanding and respected reputation within B.C.'s archival community. Managed under the direction of the Sr. Archivist, it houses over 300 fonds and collections, 31,600 plus photographs, more than 2300 maps, the Vernon News editions from May of 1891 on, and an extensive research library. Each year well in excess of 700 research inquiries are fielded by the archives staff.

As part of a community which is a vibrant hub for arts and culture, the Greater Vernon Museum & Archives is in a period of exciting change and growth. The Archives Intern will be part of this evolution. We are looking for an Intern who has recently graduated from the Master of Archival Studies program, and wants to augment their learning and hone their archival skills with practical experience. The Intern will have a variety of interesting records collections to work on, as well as opportunities for involvement with archive and museum related projects and events.

### NATURE AND SCOPE OF POSITION:

The Archives Intern will work as part of the archives team, assisting with the assessment and processing of a records backlog, using Rules for Archival Description to arrange, describe, and enter each record set into an InMagic database. The Intern will also have the opportunity to work with archival staff on various projects including the updating of a disaster preparedness plan, and the revision and production of a local history book. Other functions of the position will include the development and presentation of archival outreach programs and displays, assisting with research inquiries, and conducting tours of the archives. The Intern's experience will also extend from the archives into the museum itself, working with the museum staff members as opportunities arise.

The participant in this internship program will emerge with a set of well-rounded and practical archival and museum oriented experiences and skills, which they will be able to take with them into the job market. We are looking for a dedicated and dynamic individual to join us as part of our enthusiastic and creative museum and archive team!

### Qualifications for Archives Intern position

- **Recent graduate of a Master of Archival Studies program**
- **Excellent research and computer skills**
- **Excellent written and verbal communication skills**
- **Good organizational skills**
- **Good problem solving and multi-tasking abilities**
- **Attention to detail**
- **Ability to work independently and as part of a team**

Greater Vernon Museum and Archives  
3009-32<sup>nd</sup> Ave, Vernon, BC, V1T 2L8  
(250) 550-3140

[www.vernonmuseum.ca](http://www.vernonmuseum.ca)

- **Flexible and able to work in different work environments**
- **Legible hand writing / printing**
- **Ability to lift and carry 30 lbs.**

### Preferred

- **Valid driver's license**

YOUNG CANADA WORKS at Building Careers in Heritage (Graduates)

An Individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- will be between 16 and 30 years of age at the start of employment;
- are 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;
- are an unemployed or underemployed college or university graduate, that is, not employed full-time;
- are a recent graduate who has graduated from college or university within the last 24 months at the start of employment;
- are not receiving Employment Insurance (EI) benefits while employed with the program; and
- have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.

### HOW TO APPLY

E-applications only to: [steve.fleck@vernonmuseum.ca](mailto:steve.fleck@vernonmuseum.ca)

Subject line: YCW Archives Intern Position

Attachments: Resume and Letter of Interest

### IN ADDITION ALL POTENTIAL CANDIDATES MUST:

- Visit the Young Canada Works login page;
- Create an account by clicking on the "Sign Up" link, then complete and submit a candidate profile
- Through the "Search for a job" link, find the Greater Vernon Museum and Archives Intern Position, click on the job title and then on "Express interest in this job".

For more information on the Museum and Vernon please visit:

Greater Vernon Museum and Archives: <http://www.vernonmuseum.ca/index.html>

City of Vernon: <https://www.vernon.ca>

Tourism Vernon: <http://www.tourismvernon.com/en/index.aspx>

Regional District of the North Okanagan: Art, Culture and Youth:

<http://www.rdno.ca/index.php/services/recreation/greater-vernon-parks-recreation-culture/arts-culture-youth>

Greater Vernon Cultural Plan: <http://www.rdno.ca/index.php/services/recreation/greater-vernon-parks-recreation-culture/arts-culture-youth/cultural-plan>

*This position is funded, in part, by the Young Canada Works in Heritage Institutions program of the Department of Canadian Heritage, administered by the Canadian Museums Association.*

Greater Vernon Museum and Archives  
 3009-32<sup>nd</sup> Ave, Vernon, BC, V1T 2L8  
 (250) 550-3140  
[www.vernonmuseum.ca](http://www.vernonmuseum.ca)