

Job Posting

Assistant Archivist

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E4M7

604-777-7000

Period of employment: August 2021 – March 2022 (flexible start and end dates)

Hours: 9:30am – 5:00pm Monday to Friday (with occasional evenings and weekends)

Salary: \$20.00 per hour + mercs

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the xʷməθkʷəy̓əm Musqueam, Sḵwx̱wú7mesh Úxwumixw Squamish, sə́lilwətaʔt̚ Tseil-Waututh, and kʷikʷə́l̓əm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve, and share Japanese culture and Japanese Canadian history and heritage for a better Canada. The NNMCC's mandate is to promote a better understanding and appreciation by all Canadians of Japanese Canadian culture and heritage; and awareness by all Canadians of the contribution of Japanese Canadians to Canadian society, through public programs, exhibits, services, publications, public use of the facilities, and special events. Currently the NNMCC's repository houses more than 41,000 photographs and digital images, 38 metres of textual records, 650+ oral history records, 156 film reels, and over 2600 artworks and objects.

Job description:

The Assistant Archivist, under direction from the museum staff, will participate in preserving and making accessible archival material including photographs and textual materials related to the history of Japanese Canadians for the NNMCC's project, ***Women of Change: Celebrating Japanese Canadian Leaders***. From 1942-1946, over 22,000 Japanese Canadians were forcibly and unjustly removed from the west coast and sent to internment camps in the interior of BC, or other work camps across Canada. They lost all of their property, including cars and boats, businesses, and many of their personal belongings; and were denied access to education and job opportunities. The archival material that survived the tumultuous years and are preserved at the Nikkei National Museum & Cultural Centre spans over 140 years of Canadian history. We aim to preserve and make accessible these historically valuable records to educate individuals of all backgrounds about past discriminatory and unjust policies within Canada.

The NNMCC's project, ***Women of Change: Celebrating Japanese Canadian Leaders*** aims to preserve and make accessible records that recognize the activities and achievements of Japanese Canadian women and bring to light the strength, resilience, and contributions made by business women, writers, photographers, women's associations, academics, activists, and more. The Assistant Archivist will work with staff to process fonds/collections selected for the project by assisting with appraisal, arrangement, rehousing, description, digitization, and file management; and make accessible these fonds/collections online and through an exhibit.

The work will take place within the NNMCC and remotely where possible in response to the Covid-19 pandemic. Whether in the office or working remotely, there will be a ready exchange of information and experience with other museum staff and the opportunity to be immersed in the workings of a small, community-based, culturally significant heritage institution. The Assistant Archivist will gain experience in the daily operations of the museum including but not limited to collections care and handling, acquisition and donor relations, archival arrangement, description following national standards, digitization following international best practices, condition reporting, database management, environment and storage management, museum standards and policy, research procedures, writing, and community consultation. The Assistant Archivist will build upon their IT skills by working with collections-related equipment and software as well as a networked server that adheres to a file management plan. Opportunities to submit articles to community publications are available, including but not limited to the NNMCC's eNews and periodical publication Nikkei Images, the Nikkei Voice newspaper, the Bulletin-Geppo journal, the BC History Magazine, the Vancouver Heritage Foundation newsletter, and the Archives Association of British Columbia Newsletter. The Assistant Archivist may participate in supporting NNMCC staff with museum/education programs, online promotion of the collections, and exhibition development and installation. Pending Covid-19 restrictions, the Assistant Archivist may engage in public outreach at special events where information on the NNMCC's programs, collections, and exhibits are shared.

The Assistant Archivist must be organized and detail oriented, flexible and willing to multitask, work well both independently and collaboratively, be able to meet agreed upon goals and deadlines, and will perform other related duties as required. They will acquire and enhance a range of skills in communication, information management, IT, problem solving, strategic planning, leadership skills, personal management, and collaborative environments under direction of museum staff. The setting will provide experience in the heritage sector, cultural diversity, working as a team, working collaboratively with other programs and exhibitions, and the importance of preserving history for future generations.

Skills required

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

Graduates or students in the field of library and archival studies and other fields are encouraged to apply. The NNMCC welcomes students from interdisciplinary backgrounds.

Good level of computer literacy including Microsoft Office suite, database software, video meeting applications, communication tools, and email.

Familiar with arrangement and description.

Familiar with the metadata description standard Rules for Archival Description.

Familiar with preservation and conservation would be an asset.

Fluent in English with intermediate writing skills. Japanese language would be an asset.

Knowledge of Canadian History/Japanese Canadian History would be an asset.

Driver's license would be an asset.

Regularly required to lift and/or move up to 10 lbs; 15-20 lbs on an occasional basis, if able.

Applications

Please forward applications with resume and cover letter by email to:

Sherri Kajiwara, Director|Curator - hr@nikkeiplace.org

Applications will be accepted until July 26, 2021.

Position is dependent on grant funding.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Location

The Nikkei National Museum & Cultural Centre is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car.

There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre.

Metrotown Mall is 3km away and downtown Vancouver is 20km away. www.nikkeiplace.org
www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html