

## Job Posting

### **Collections Technician (Summer Student)**

#### **Bill Reid Gallery of Northwest Coast Art**

639 Hornby Street, Vancouver BC

604.682.3455

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

Period of employment: May 24 - August 13, 2022 (12 weeks)

Hours: 9:30 am – 5pm Tuesday to Saturday (7 hours per day with 1/2 hour lunch)

Salary: \$18.00 per hour

The mandate of the Bill Reid Gallery of Northwest Coast Art (BRG) is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. We respectfully acknowledge the Squamish, Musqueam and Tsleil-Waututh Peoples on whose traditional territories we live and work, and all the First Nations of the Pacific Coast.

#### **Job description:**

The Bill Reid Gallery is seeking a Collections Technician to process the photographic collections related to Bill Reid and his legacy. The Collections Technician will catalogue photographs into the database, including arrangement, preparing descriptions, data entry, and scanning. All items will be added to our searchable online database ([billreidgallery.pastperfectonline.com/](http://billreidgallery.pastperfectonline.com/)). Working with other BRG Staff, the Collections Technician will also contribute to the creation of a new Collections Manual for the organization. This project will require collaboration, research, and writing. In addition, the Collections Technician will help the curator with collections-related aspects of exhibitions and loans, including condition reports and documentation.

The Collections Technician will work onsite at the gallery in a separate office area and within the collections area. If COVID-19 restrictions are still in place, the Gallery will maintain a strict set of Covid protocols which will be maintained within the workspace.

Bill Reid (1920-1998) was an acclaimed master goldsmith, carver, sculptor, writer, broadcaster, mentor and community activist. Reid was born in Victoria, BC to a Haida mother and an American father with Scottish German roots, and only began exploring his Haida ancestry at the age of 23. He went on to become one of the most famous and influential Indigenous artists in Canada and internationally.

This will be a great opportunity for a student interested in archival studies and Indigenous art to gain hands on experience in a small non-profit setting. They will receive a concise work experience in a cultural arts organization, training in arts administration, and a chance to learn more about the life and career of Bill Reid. The student will also have the opportunity to participate in some other museum public and community events. The Collections Technician must be organized and detailed oriented and will perform other related duties as required.

#### **Skills required**

Student in the field of library and archival studies, Indigenous studies, museum studies, or curatorial studies  
Must be a current student between the ages of 16 and 30 and intend to return to your studies in the fall.

Indigenous students are strongly encouraged to apply.

Good level of computer literacy including spreadsheets, database software, email.

Familiarity with the Rules of Archival Description is an asset

Fluent in English, Indigenous language would be an asset

Knowledge of Northwest Coast art and Indigenous cultural history an asset

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

**Applications**

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

Beth Carter, Curator

[bcarter@billreidgallery.ca](mailto:bcarter@billreidgallery.ca)

Applications will be accepted until April 21, 2022.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest;

However, only those selected for an interview will be contacted.