



Temporary Employment Opportunity

Position: Collections Assistant

Term: May 8 to September 3, 2023

Salary: \$17.50/hr

Number of Positions: 1 (dependent on funding)

Location: 4000 Seymour Place, Victoria BC (MMBC off-site storage facility)

A BIT ABOUT US

The Maritime Museum of BC opened in 1955 as a naval museum located on Signal Hill just outside the gates of the HMC Dockyard in Esquimalt. The Museum has since relocated to a new public storefront location at 744 Douglas St., where we have our exhibits, public research space, and a gift shop. The majority of our collections are now stored off-site but are still accessible through our research request program.

Our mission is to engage communities in witnessing and preserving maritime heritages. The museum presents afternoon talks and weekend craft workshops that look at maritime history in unique and creative ways. Also offered are educational programs on topics such as immigration, pirates and privateers, women on the home front, and the fur trade.

THE CHALLENGE

The MMBC is embarking on an extensive inventory project of the chart collection. We need a Collections Assistant to help with these efforts. The Collections Assistant will focus on inventorying the BC charts in our collection. We know the heart of the museum is the collection and as such we want to continue improving our efforts to increase our collections management systems by increasing the number of items thoroughly inventoried.

THE OPPORTUNITY

We are looking for someone who has strong attention to detail and has experience with data entry. This position can help put someone on the first steps towards a rewarding career in museum collections management.

THE TEAM

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed volunteers. We all come from different backgrounds, which we believe is part of our strength!

THE SKILL SET YOU BRING

- Strong attention to detail



- Ability to undertake detailed tasks and follow direction
- Ability to work closely as a team
- Ability to work independently when required
- Working knowledge of computers and Microsoft Word, Outlook, and Excel
- Basic knowledge of Canadian and BC history

WITHIN 1 WEEK YOU'LL

- Receive a review of all relevant MMBC protocols and safety measures, including the Health and Safety Policy.
- Be introduced to the MMBC's storage facility.
- Gain understanding of the MMBC's IT systems.
- Gain hands-on experience with museum inventoring.
- Become familiar with the MMBC's collection condition reporting protocols.

WITHIN 1 MONTH YOU'LL

- Confidently inventory museum items according to professional standards.

WITHIN 3 MONTHS YOU'LL

- Continue inventoring museum items according to professional standards.
- Have learned how to produce a museum finding aid for public research
- Have gained and honed knowledge on inventoring theory and practice and how this relates to an overall collection's management plan.

Eligibility:

This is a Young Canada Works funded position. Candidates must meet the following criteria:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian student 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 YCW;
- Have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- Intend to return to full-time studies in the semester following the YCW job.

Candidates who identify with the Government of Canada's job equity groups (i.e. youth with a disability, Aboriginal youth, visible minorities and new Canadians) are encouraged to apply.

Please apply with a cover letter, resume, and three references in a single PDF to the HR Committee by email at hfeeney@mmbc.bc.ca. One of your references should include someone in a supervisor capacity from your most recent position.

Applications are due by 4:00 PM on April 7, 2023.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.