



Digital Archives Assistant

The Vancouver Police Museum & Archives is seeking a Digital Archives Assistant to assist with our John Vance Digitization Project and Exhibition. This is an 8 month project-based position, 3 days a week, from May to December 2023.

The Vancouver Police Museum Archives (VPMA) collects, preserves, and makes accessible records of enduring value that document the history of local law enforcement and criminal investigation in the City of Vancouver. The Archives officially opened in 2017 for public research and is home to thousands of documents, reports, photographs, mugshot ledgers, and oral histories.

Project Summary

Vancouver Police Museum and Archives has received a grant from the BC History Digitization Program to digitise the John Vance Fonds. Inspector John Vance (1884 - 1964) was one of the first forensic scientists in North America. Working for the VPD, in the historic building that houses the Vancouver Police Museum, for 42 years he helped solve some of Vancouver's most sensational murders of the 20th Century. The John Vance Fonds is one of the most significant items in our holdings, representing a major part of our building's past and the city's history. The project will enable digitization of this collection, providing wider access to the records alongside an online exhibition.

Description of the Position

Working under the supervision of the VPMA Archivist, the successful candidate will be responsible for the physical scanning of a range of archival materials, creating metadata, and uploading images and materials to the digital database. Scope of work includes:

- Preparing records for safe handling during the scanning process
- Digitizing textual records and photographs using Epson scanner and software program following VPMA Digitization Guidelines
- Creating metadata entries for each new scanned record
- Post processing quality control of all scanned records and photographs
- Preparing files for upload to the digital database Arca
- Creating a finding aid for the digital records and a user access guide for staff
- Other duties as required



Position Requirements

- Completion of at least one year of study in an Archival Studies, Library Science, or Library & Information Technology program at a recognized university
- Familiar with the theory and principles of archives operations
- Experience creating and working with digital collections
- Computer literacy, including Microsoft Office, Google applications and Adobe Photoshop
- Excellent communication, interpersonal, and problem-solving skills
- Detail-oriented
- Self-starting work ethic and excellent time management skills
- Ability to work as part of a team and independently

This is an 8 month project-based position. The successful candidate will work 22.5 hours per week onsite at the museum over 3 days, ideally Thursday - Saturday, beginning May 2023 until December 2023. Hours will typically be 9:00am-5:00pm. The hourly rate of pay for this position will be \$19.00 per hour +4% in lieu of vacation. A criminal reference check is required.

How to Apply

Please forward your cover letter and resume by email to:

Pamela Roberts, Executive Director
Vancouver Police Museum & Archives
240 East Cordova Street, Vancouver, B.C. V6A 1L3
director@vancouverpolicemuseum.ca

Submission deadline is 5pm on April 17th, 2023.

Only shortlisted candidates will be contacted. Interviews will take place May 4-5, 2023.

The Vancouver Police Museum & Archives is an equal opportunity employer. We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, gender identity or Veteran status.