

**Job Title:** Collections Technician  
**Duration:** 12 Weeks  
**Start Date:** June 5, 2023  
**End Date:** August 25, 2023  
**Application Deadline:** April 14, 2023

The Richmond Museum seeks a creative, energetic, positive and organized individual to work as a **Collections Technician**. Under the supervision of the Curator of Collections and Assistant Curator, the Collections Technician will be responsible for inventorying, accessioning, practicing preventative conservation and researching artefacts.

**Duties Include:**

- Accessioning and inventorying a variety of objects related to Richmond's history including Olympic, industrial, contemporary and domestic collections.
- Updating the Museum's collections management system (Argus)
- Practicing preventative conservation procedures to ensure the preservation of the Museum's collection.
- Generating social media posts highlighting the collection and behind the scenes work.
- Assisting with the selection and packing of artefacts for an annual exhibit.
- Undertaking general collection management activities as required and assisting the curatorial team.

**Qualifications:**

- Working towards an undergraduate degree in history, archaeology, anthropology or museum studies (3<sup>rd</sup> or 4<sup>th</sup> year students preferred)
- Committed to history and the preservation of material culture.
- Experienced with photography.
- Superior organizational skills and strong writing skills.
- Ability to work as part of a team of professionals
- Familiar with information management systems (databases) an asset.
- Previous work or volunteer experience with museum collections would be an asset

The Applicant must ...

Be a Canadian citizen, permanent resident or have been granted refugee status in Canada; are legally entitled to work in Canada; are between the ages of 16 and 30 years of age and the start of your employment and are a fulltime post-secondary student who intends to return to school. The applicant also must be registered in the YCW candidate inventory; willing to commit to the full duration of the work assignment and must not have another full time job (over 30 hours a week) while employed with YCW.

**Work Schedule:** Monday to Friday 8:30am to 4:30pm  
**Wage:** \$22.00/hour  
**Apply to:** Attention: Camille Owens by e-mail: [cowens@richmond.ca](mailto:cowens@richmond.ca)

No phone calls please. Only those selected for an interview will be contacted.

The Richmond Museum Society is an equal opportunity employer and encourages all individuals meeting the qualifications listed above to apply.

**\*\*\* THIS POSITION IS DEPENDENT UPON GRANT FUNDING\*\*\***