

THE MUSEUM & ARCHIVES OF VERNON

Now accepting applications for the position of Collections Assistant

With the Museum & Archives of Vernon!



Job location:

3009 32nd Avenue, Vernon, BC

Length of assignment:

May 30th, 2023 to August 15th, 2023

Hourly wage: \$16.75

Application deadline:

Friday, May 5th, 2023 at 4pm

Submit applications via email to:

mail@vernonmuseum.ca with

“Collections Assistant” in the subject line.

The Museum & Archives of Vernon (MAV) is seeking a motivated and organized Collections Assistant to join our team for the summer season. This position is grant-funded by Young Canada Works in Heritage Organizations.

The Collections Assistant will work as part of the Museum’s Collections team, assisting with cataloguing and the inventory of artifacts as well as the assessment and reorganization of the museum’s storage rooms. The Collections Assistant will also participate in the weekly Collections Committee meetings.

Other functions of the position will include assisting with donation and research inquiries, taking shifts at the reception desk, and working with other staff members as opportunities arise.

THE MUSEUM & ARCHIVES OF VERNON

The Greater Vernon area is a hub for arts and culture, and exciting changes are taking place at the Museum and Archives of Vernon. Since 2019, we have completed a Strategic Plan and a staff restructuring that has resulted in a more focused approach to the museum's events and displays. While this involves a lot of changes and hard work, it is an exciting time to be involved in the museum, as its approach to the telling of Vernon's stories is shifting and modernizing. We are looking for a dedicated and dynamic individual to join our team!

The Greater Vernon Museum and Archives (GVMA) is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

As this position is funded by the Young Canada Works in Heritage Organizations grant, any applicant must meet the following criteria:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment; and
- not have another full-time job during the YCW work assignment.

If you are interested in applying for this position, and meet the Young Canada Works grant criteria, please submit applications via email to: mail@vernonmuseum.ca with "Collections Assistant" in the subject line. Applications will be accepted until Friday, May 5th, 2023 at 4pm.