

The Vancouver Police Historical Society, non-profit society, and registered charity operate the Vancouver Police Museum & Archives. The mandate of the Museum is three-fold:

- To collect, preserve and interpret the history of the local law enforcement, the Coroner's Services and the history of the City Analyst within the context of Vancouver's growth and development;
- To provide a resource for those examining the role of the Vancouver Police Department across time and culture;
- To provide educational opportunities to explore the science of policing.

Working under the supervision of the Museum Curator, the successful candidate will be assisting in an exhibition development project:

Exhibitions Assistant - Exhibition Development Project

The candidate will be responsible for identifying and researching narratives to inform the main themes identified by the Museum Curator for the proposed exhibition. The candidate will also locate artifacts within and outwith the VPMA's collections to support the identified narratives. The final phase of the project will be assisting the Museum Curator in finalizing the exhibition design, artifact layout and the creation of exhibit text. At the end of the project, the candidate will have gained experience in full cycle exhibition development.

Requirements:

An interest in a career in exhibition development, museum curation and collections management.

Excellent research, communication, and interpersonal skills.

Computer literacy, including Microsoft applications.

Detail oriented

Experience working with exhibit development.

Excellent project management skills.

Ability to work as part of a team and independently.

A recent graduate from a museum studies, cultural studies, history or design, or an English degree would best suit the position.

A successful candidate will commit to the term of the project from the date hired - June 15th, 2023 - December 17, 2023 working 30 hours per week, Thursday through Sunday from 9am-5pm. The hourly rate for this position will be \$17.00 + 4% vacation pay. A criminal reference check is required.

Please forward your cover letter and resume by email to:

Subject line: YCW 2023 - Exhibitions Assistant Application

Sasha Hnatiuk, Museum Curator

Vancouver Police Museum & Archives

240 East Cordova Street, Vancouver, B.C. V6A 1L3

curator@vancouverpolicemuseum.ca

Funding for this position is provided by the Canadian Museums Association Young Canada Works in Heritage Organizations. For more information, please visit <https://young-canada-works.canada.ca/>

Government of Canada job equity groups are encouraged to apply.

This position is subject to final funding approval.