

2024 Summer Employment Opportunity



Job Title: **Archives Assistant - Student**
Hours of Work: **35 hours/week; 9:00am to 4:30pm - may include weekends**
Hourly Wage: **\$19.00**
Placement Date: **May 6 - August 25, 2024 (funding dependent)**

Position Overview:

Located in Sidney, BC, the Sidney Museum and Archives (SMA) preserves objects and records of significance to the people of Sidney and the Saanich Peninsula. The Museum is in the midst of a transition period with a highly motivated staff team engaged with ongoing projects working toward the implementation of a new collections management database, updating records of Museum and Archives collection inventories, and revitalizing temporary and permanent historical displays. This presents an excellent opportunity for aspiring and emerging museum and archival professionals to gain experience in museum practice with a half-century old collection.

Duties and Responsibilities:

Reporting to the Assistant Director & Archives Manager, the Archives Assistant will be primarily responsible for continuing the ongoing Archives inventory project of the SMA's archival donations. This project entails significant time spent with the SMA's archival holdings, recording detailed information and associating archival records with their administrative and legal documentation, or creating documentation where it is lacking. The Archives Assistant will therefore have the opportunity to conduct research and create detailed descriptive materials to accompany collections of their interest. The Archives Assistant will also assist with ongoing archival projects, including processing the Archives' donation backlog, and ongoing digitization work of priority photo collections. Additional duties include assisting in daily operations of the Archives, fulfilling research requests, helping on-site researchers, assisting with oral history interviews, transcribing records, conducting preventative collections care, assisting Archives volunteers, and providing regular progress reports to the SMA's Board of Directors.

Qualifications, Knowledge and Skills:

- Currently enrolled, or hold a diploma, certificate or Bachelor's degree in an accredited program of study, preferably in the fields of Archival Studies, Library Information Studies, Museum Studies, History, or Cultural Resource Management;
- Familiarity with archival standards and best practices including collections management, Rules for Archival Description, digitization processes, and database management considered an asset;
- Good public relations & written/verbal communication skills;
- Demonstrable time-management skills, particularly when balancing one or more ongoing projects;
- The ability to work independently as part of a team & with people of all ages, identities, and backgrounds;
- *Applicants identifying as a member of a group historically underrepresented in the GLAM sector are strongly encouraged to apply.*

Eligibility Criteria:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Are legally entitled to work in Canada (have a valid social insurance number);
- Are between 16 and 30 years of age inclusively at the start of employment; and
- Are a currently enrolled high school, college, CEGEP, or university student.
- *Priority given to students who have not previously participated in the YCWHO employment program.*

This position is considered a position of trust and the successful candidate will be required to have a police information check as a condition of employment (Not required as part of the application process).

Please submit a cover letter and resume (in PDF format) to employment@sidneymuseum.ca

Competition will remain open until the position is filled. We appreciate all applications, however, only short-listed candidates will be contacted.