



## JOB POSTING

**Position:** YCW - Summer Collections Technician

**Department:** Collections

**Reports to:** Curator of Collections

**Salary:** \$19.00 Per Hour + 8% in lieu of benefits

**Posting Date:** March 15<sup>th</sup>, 2024

**Closing Date:** April 14<sup>th</sup>, 2024

### **Nature of the Position:**

The Museum of Vancouver invites applications for the temporary position of Summer Collections Technician. This is a temporary full-time position funded in part by the Young Canada Works employment initiative, a joint venture of the Department of Canadian Heritage and the Parks Canada Agency. The successful candidate will be primarily responsible for cataloging, condition reporting, numbering, digitizing and storing new acquisitions. The position will also include assistance with the deinstallation of the exhibition galleries. The successful candidate will work closely with the Curator of Collections, Curatorial Associate, and Conservator, and participate in Collections Committee, Curatorial, and all-staff meetings.

### **Major Duties and Responsibilities:**

The ideal candidate will have at least two years of post-secondary education in a related field (museum studies, conservation, library and archives, anthropology, history, art history). Previous experience in a museum or archives environment involving object handling and databases is an asset. The candidate must possess superior written and oral communication skills in English, be detail oriented, manually dexterous, possess an eye for the aesthetically pleasing, be comfortable in a fast-paced, multi-faceted organization, and have enthusiasm for both museums and collections.

### **Required Qualifications, Knowledge, Education and Skills:**

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- Be legally entitled to work in Canada (have a valid Social Insurance Number);;
- Be between 16 and 30 years of age at the start of employment;
- Be willing to commit to a work assignment lasting for 16 weeks;
- Not have another full-time job (over 30 hours a week) while employed with YCW;
- Have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- Intend to return to full-time studies in the semester following the YCW job.



**Hours:** 35 hours regular work week

**Start Date:** May 6, 2024

**End Date:** August 28, 2024

**To Apply:** Please apply in writing with a resume and cover letter to the attention of Wendy Nichols, Curator of Collections, at [wnichols@museumofvancouver.ca](mailto:wnichols@museumofvancouver.ca).

Please submit application by email no later than **April 14<sup>th</sup> 2024**

At the Museum of Vancouver, we are committed to recruiting a diverse workforce that represents the communities of Vancouver. All qualified applicants, regardless of race, religion, gender identity or expression, sexual orientation, national origin, disability, or age, will be considered for employment. If you have any accessibility requirements or concerns regarding the hiring process or employment with us, please notify us so we can provide suitable accommodation.

Regretfully, only those applicants selected for interviews will be contacted.

The Museum of Vancouver is located on the unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), səliiwətał (Tsleil-Waututh) and Sḵwxwú7mesh (Squamish) Nations, at the site of the ancestral Village of Seḥákw – neighbouring the current Sḵwxwú7mesh reserve of the same name.