



Job Title: Collections Technician

Reports to: Executive Director

Hours: 15 hour per week; dates to be discussed

Rate of Pay: \$19.00/hr

Contract Term: Contract until 31 December 2025

ABOUT THE ROLE:

- Contract part time
- 3 month probationary period
- Training provided
- Flexible working schedule

ABOUT YOU:

- Self-starter and able to work independently
- Keen eye for details
- Proficient in Microsoft 365 suite

Preferred skills

- Up to one year experience in collections care, ideally PastPerfect
- Working on or recently graduated with a degree in public history, history, classics, archaeology, anthropology, or related

About the Museum:

The POMO Museum is owned and operated by the Port Moody Heritage Society (PMHS) and works to collect, preserve, conserve, study, exhibit, and interpret artifacts and information relating to the settlement of the region at the head of Burrard Inlet. The Museum's collections consist of artifacts acquired and preserved for their historical, cultural, or aesthetic significance.

Job Summary:

Assist in the preservation of the collections for current and future generations living in and visiting the city of Port Moody through careful measured work with the collection to ensure its longevity into the future.



Key Job Duties and Responsibilities

Collection:

- PastPerfect transition. POMO Museum is in the process of transitioning from Microsoft Access database to PastPerfect Web Edition database. Records must be checked and missing data replaced from backups.
- Accession and Deaccession work. New items coming into the collection must be accessioned. Items under review for relevance to our mandate must be presented to the Executive Director.
- Research object history, provide information for social media/marketing projects.
- Working with ED on collection material purchases (i.e. foam and tissue)
- Photography of objects (potential to work with volunteers)

Exhibition:

- Research and assist development of one 12 month exhibition following a theme calendar worked out by all staff.
 - Develop small "add-on" displays consistent with major calendar events that match the theme (e.g. Lunar New Year; Remembrance; Heritage Week).
- Research and development of text interpretation including working with designer(s)
- Work with volunteers for Online article and gallery development (editing, assisting with research questions, etc)

Additional job duties

- Monitor humidity and dehumidifiers, digitize humidity records for tracking
- Monitor pests and advise on purchasing traps
- Reorganize collection office for potential co-working with volunteers/visiting curators
- Assist with public research enquires
- Assist with daily operational tasks

Supervision:

- Collection volunteers

Job Perks:

- Free Parking
- On the job training and professional development

Send resume and cover letter to Farmer at ed@pomo.museum