

**Job Title:** Collections Technician  
**Duration:** 12 Weeks  
**Start Date:** June 2, 2025  
**End Date:** August 22, 2025  
**Application Deadline:** April 6, 2025

The Richmond Museum Society is a non-profit Society supporting the work of the Richmond Museum and of the City of Richmond's Artefact Collections Team. The Society seeks a creative, energetic, positive and organized individual to work as a Collections Technician. Under the supervision of the Curator of Collections and Assistant Curator, the Collections Technician will be responsible for inventorying, accessioning, practicing preventative conservation and researching artefacts.

**Duties Include:**

- Accessioning and inventory of a variety of objects related to Richmond's history including Olympic, industrial, contemporary, cultural and domestic collections.
- Updating the collections management system (Argus)
- Practicing preventative conservation procedures to ensure the preservation of the collection.
- Generating social media posts highlighting the collection and behind the scenes work.
- Assisting with the selection and packing of artefacts for an annual exhibit.
- Undertaking general collection management activities as required and assisting the curatorial team.

**Qualifications:**

- Working towards an undergraduate degree in history, archaeology, anthropology or museum studies (3<sup>rd</sup> or 4<sup>th</sup> year students preferred)
- Committed to history and the preservation of material culture.
- Experience with photography.
- Superior organizational skills and strong writing skills.
- Ability to work as part of a team of professionals
- Familiarity with information management systems (databases) is an asset.
- Previous work or volunteer experience with museum collections is an asset

\*\*\*The Applicant must be a Canadian citizen, permanent resident, or have been granted refugee status in Canada. They must be legally entitled to work in Canada; between the ages of 16 and 30 years of age at the start of your employment; and be a full-time post-secondary student who intends to return to school. The applicant also must be registered in the YCW candidate inventory; willing to commit to the full duration of the position; and must not have another full-time job (over 30 hours a week) while employed with YCW.\*\*\*

**Work Schedule:** Monday to Friday 9:00 am to 5:00 pm

**Wage:** \$24.00/hour

**Apply** by email to Camille Owens, Curator of Collections, [cowens@richmond.ca](mailto:cowens@richmond.ca)

No phone calls please. Only applications received by the deadline and selected for an interview will be contacted.

The Richmond Museum Society is an equal opportunity employer and encourages all individuals meeting the qualifications listed above to apply.

**\*\*\* THIS POSITION IS DEPENDENT UPON GRANT FUNDING\*\*\***