

Museum and Archives Attendant (Auxiliary)

MONOVA is seeking a detail oriented and motivated individual to support the Archives of North Vancouver and help realize our vision to be an inspirational and transformative community hub where North Vancouver's stories come to life.

MONOVA operates both the Museum of North Vancouver (115 West Esplanade) in The Shipyards and the Archives of North Vancouver (3203 Institute Road) in Lynn Valley, along with several online and off-site experiences that connect the public with the past, present and future stories of North Vancouver.

The Museum and Archives Attendant provides clerical, collections, and public facing support to the Archives team. This role assists with the care, digitization, and documentation of archival materials; supports basic research and reference services; and contributes to the preparation and movement of archival items for exhibitions, programs, and storage. The position is ideal for someone who is organized, curious, comfortable with both analogue and digital materials, and interested in the preservation and sharing of community history.

Summary of Duties

- Conducts basic research using archival databases and finding aids to support collections maintenance, promotion, and exhibitions.
- Assists in updating and maintaining archival collections databases, including data entry and drafting descriptive text.
- Provides clerical archival support by scanning, clipping, and digitizing materials—including photographic, cartographic, and textual records—for collections, exhibitions, programs, and public reference.
- Assists with preparing archival items for display, shipment, inventory, or storage, following established handling and preservation procedures.
- Assists with orienting visitors to the Archives and provides basic reference guidance, ensuring the security and proper use of collections.
- Responds to routine enquiries regarding archival collections, services, and operations.
- Applies basic and standardized archival methods, practices, and procedures in both analogue and digital formats.
- Performs related duties as required.

Desired Experience, Qualifications and Skills

- Completion of Grade 12 supplemented by courses related to archives, museums, library studies, or related fields, plus some experience, or an equivalent combination of training and experience.
- Working knowledge of archival operations, collections, and practices, or the ability to develop this knowledge.
- Ability to perform basic research and draft descriptive or promotional materials as directed.
- Ability to carry out clerical and office support tasks including data entry, word processing, scanning, and digitization.
- Ability to communicate courteously and effectively with the public and Archives staff.
- Ability to handle archival materials with care and follow preservation guidelines.
- Ability to operate standard office equipment including computers and applicable software.
- Sound knowledge of business English, spelling, punctuation, and modern office practices.

Salary

\$25.22 per hour (PG11 – Step 1, 2024 rate)

Schedule

Variable schedule.

Start Date

As soon as possible, ideally week beginning 23rd March 2026.

To Apply

Pamela Roberts, Manager of Business Operations North Vancouver Museum & Archives 115 West Esplanade, North Vancouver, BC, V7M 0G7

Interested applicants should submit a cover letter and résumé by e-mail to monovahr@monova.ca by *Friday 13th March*. The cover letter should provide concrete examples demonstrating how the applicant meets the education and experience requirements listed above.

MONOVA believes that an inclusive approach enhances creativity, diversity and innovation, and builds a workforce reflective of the communities we serve. We are committed to a barrier free recruitment process and inclusive work environment. Please advise if accommodation measures are required to ensure fair and equitable assessment. MONOVA is an equal opportunity employer.