

Archival Assistant

MR-PM TIMES newspaper photograph collection

The Archival Assistant is responsible for the rehousing of a large collection of photographic negatives from the Maple Ridge – Pitt Meadows TIMES newspaper in negative preservers and the organization of the collection – which also includes prints and contact sheets – by publication date. Once the conservation and organization are complete, selective scanning of images will begin.

The Archival Assistant position is temporary full-time from September 10, 2017 to March 8, 2018. The Archival Assistant reports to the Museum Director.

Tasks and Responsibilities:

- Moving negative sets from envelopes to archival negative sheets with proper labeling
- Following the calendars provided, store all elements of the collection by publication dates.
- Assess topics of images for interest and plan for scanning program.
- Scan negatives and prints as needed.

Position Requirements:

- Completion of high school and part or all of a post-secondary degree.
- Have a demonstrated interest in History, Community Heritage, Archives or related discipline.
- Familiarity with Microsoft Office programs.
- Previous experience in organizing records would be an asset.

Wage: \$18.50 per hour

Hours: 35 hours per week; 9am to 4pm

Days: Sunday to Thursday

Start date: September 10, 2017

CLOSING DATE: August 10, 2017 by 4pm

Respond with cover letter and resume to
Museum Director
mrmpatenaude@gmail.com