

Job Title: Museum on the Move Assistant

Location: Maple Ridge Museum, operated by the Maple Ridge Historical Society

The Maple Ridge Historical Society (MRHS) operates both the Maple Ridge Museum & Community Archives and the Haney House Museum, both are small community history museums. During the summer MRHS sponsors several community events and offers historical interpretation onsite. We are seeking an outgoing energetic summer student to help us implement our new program *Museum on the Move*. With this program we are taking the museum into the community with a tent and traveling educational kits. The Museum on the Move assistant will help us begin this program, create educational materials, and bring Museum on the Move to parks and locations around Maple Ridge.

We are seeking a responsible and enthusiastic student to fill this new and unique position.

#### Tasks and Responsibilities

- Implement Museum on the Move program by presenting to adults, children and seniors
- Travel with Museum on the Move to parks and locations around Maple Ridge
- Present Museum on the Move at special events and celebrations during the summer
- Assist in creating content for current and future Museum on the Move programs
- Assist in adapting education and programming to a virtual platform
- Conduct tours of the museum when needed
- Assist with museum tasks like collections, events, and archives when needed

#### Position Requirements

- Must be able to communicate with the public in a thoughtful and clear way
- Must be comfortable speaking in public and engaging community members
- Able to work some evenings and have a flexible schedule
- Display a helpful and outgoing personality
- Can lift up to 20lbs safely
- Have demonstrated an interest in History, Community Heritage, Archives, Archaeology, First Nations Studies, Museum Studies, Archival Studies, or related discipline.
- Must pass a criminal record check
- Valid driver's licence and access to a vehicle is beneficial

The Maple Ridge Historical Society is an equal opportunity employer

Wage: \$18.00 per hour, 30 hours per week, 9am-4pm

Job Duration: Full-Time, Wednesday-Saturday, June 29- September 3 2022

**CLOSING DATE:** May 6, 2022 by 4 pm. Respond with cover letter and resume **in a single document** to the Maple Ridge Museum [mrmuseum@gmail.com](mailto:mrmuseum@gmail.com)