



MAPLE RIDGE HISTORICAL SOCIETY

Museum Assistant (Maple Ridge Museum; Haney House Museum)

The Maple Ridge Historical Society operates the Maple Ridge Museum and Community Archives and manages the Haney House Museum. We offer a variety of community oriented programs including events, educational programs, tours, archival and research services and the preservation of local history. Our mandate is to share our enthusiasm to protect, honour, and celebrate the history of Maple Ridge through the stories of our communities.

Maple Ridge Historical Society is seeking a Museum Assistant to offer general support in a variety of museum tasks including programs and events, curation, and research.

Museum assistants report to the Curator. At the Maple Ridge Museum, Museum Assistants are part of a small team of museum professionals excited to offer the best possible museum experience to our community.

Responsibilities:

- Assisting in research and development of new education and community programs.
- Assisting in digitization of archival holdings.
- General support for the delivering of museum educational programming and events to school and community groups.
- Conducting guided tours of the Maple Ridge Museum and Haney House Museum.
- Assisting in creation and management of social media communications.
- Assisting in the research and writing of museum exhibits.
- General support for curatorial projects including inventories and object photography.

Qualifications:

- High school graduate, with preference given to those earning a Bachelor's degree in a related discipline (history, anthropology, education, museum studies).
- Experience working or volunteering with the public, must be comfortable interacting with the public.
- Basic computer literacy, e.g. Microsoft Office suite, Google suite.
- Works well in a team or individually.
- Experience with graphic design and/or creative skills considered an asset.

Salary: \$18.50/hour, must be available to work weekends and occasional evenings. Available shifts are from Thursday-Sunday, 14-21 hours a week. Deadline for application is August 28, 2022.

Please send cover letter and resume in one document to mrmcurator@gmail.com