

Archaeological Repository Assistant – Canada Summer Jobs

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.

The Maple Ridge Museum has the honour of being the official archaeological repository for the Katzie First Nation. These archaeological collections come straight from the field and that is why the Maple Ridge Historical Society is seeking an Archaeological Repository Assistant to help process these collections and bring them up to museum standards. The Archaeological Repository Assistant would report to the Curator and would be working directly with these collections and our databases. This is a great starting position for those looking to gain relevant experience in the archaeology and museum fields.

Responsibilities:

- Rehouse archaeological collections to improve accessibility and artifact care. This will include:
 - Inventory
 - Sorting and reboxing
 - Renumbering
 - Repackaging
 - Cataloguing
- Work with the Curator to create a functional and searchable database of archaeological collections
- Digitization of archaeological materials
- Offer general support for the Museum's daily operations
- Offer program and event support as needed

Qualifications:

- Must be between 18 and 30 years of age at the start of employment
- High school graduate, with preference given to those earning a Bachelor's degree in archaeology (or experience handling archaeological materials)
- 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.

The Maple Ridge Historical Society is an equal opportunity employer

Salary: \$19/hour, must be available to work weekends and occasional evenings. Work week is Wednesday-Sunday. This position is a 12 week full-time contract, ideally starting on June 7 and ending August 27, 2023.

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