

Archives Assistant – Canada Summer Jobs

The Maple Ridge Historical Society operates the Maple Ridge Museum & 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 an Archives Assistant to provide support to our growing archives. Reporting to the Archivist, the Archives assistant will work organizing the archives, cataloging, digitizing, and assisting in setting up our new Collective Access database system. There is also opportunity in the museum to work on curation, programs, and events as well as giving tours and general operations.

Responsibilities

Assisting in assessing the archival holdings
Assisting in digitization of archival holdings
Assisting with the creation and implementation of new Collective Access database
Assisting with the instillation of new climate control archival shelving
Assisting in the research and writing of museum exhibits
Conduct tours of the museum when needed
Assist with museum tasks like open hours, collections, and events when needed

Qualifications:

- Must be between 18 and 30 years of age at the start of employment
- Have demonstrated an interest in or have relevant experience (in archive and library studies, history, anthropology, education, museum studies, Indigenous studies).
- Computer literacy including database management, spreadsheets and word processing in a Microsoft Office environment.
- Common sense and strong organizational skills
- Works well in a team or individually and has a positive and helpful personality

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