

Collections Assistant – Young Canada Works

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 Collections Assistant to join our team. The Collections Assistant will work with the Curator on a variety of exhibit and collections based projects. These projects will include working on redeveloping permanent exhibits and producing temporary exhibits, implementing best practices and preventative conservation in collection storage, and assisting in the transition to a new database system. This is a great starting position for those looking to gain relevant experience in the GLAM sector.

Responsibilities:

- Assisting in research and development of new exhibits and displays.
- Assisting with exhibit installation
- Monitoring and management of the museum environment (preventative conservation)
- Reorganizing collections storage to better align with best practices
- Editing and updating museum database as we work towards an accessible online database
- 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 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.

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 10 week full-time contract ideally starting June 14 and ending August 20, 2023.

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