

## Museum Assistant (Maple Ridge 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.

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. Museum assistants report to the Curator. The Museum Assistant offers general support for a variety of museum tasks, including greeting visitors, collections work, programs and events, curation, and research. While the Museum Assistant role can have a diverse set of responsibilities, there is also the opportunity to work on interest-based projects, ensuring that the Museum Assistant gets the relevant experience they need to enter the workforce. The Curator will work with the Museum Assistant to develop and assign projects based on individual interests.

### Responsibilities

- Providing front of house support during open hours and conducting guided tours of the Maple Ridge Museum
- Completing collections-based projects, such as object inventories, digitization of archival materials, object photography, rehousing of archaeological materials
- General support for the delivering of museum educational programming to school and community groups
- General support for museum events at Maple Ridge Museum, Haney House Museum and at community events
- Assisting in the research and writing of museum exhibits

### Qualifications:

- In the process of obtaining a bachelor's degree (in a related field such as history, anthropology, archaeology, education, museum studies preferred).
- Computer literacy including database management, spreadsheets and word processing in a Microsoft Office environment.
- Experience with graphic design and/or creative skills considered an asset.
- Have demonstrated an interest in History, Community Heritage, Archives, Archaeology, First Nations Studies, or related discipline.
- Works well in a team or individually and is comfortable engaging with the public.

**Salary: \$20/hour, 14 hours a week. Weekend hours only. Short-term contract ending June 1st**, with possibility of extension.

**Job posting open until February 28th, 2025.** Please send cover letter and resume in one document to [mrmcurator@gmail.com](mailto:mrmcurator@gmail.com)