

Job Title: Museum Assistant (Canada Summer Jobs Position)

Location: Maple Ridge Museum, operated by the Maple Ridge Historical Society

The Maple Ridge Historical Society (MRHS) operates both the Maple Ridge Museum & Community Archives and the Haney House Museum, both are small community history museums. During the summer MRHS sponsors several community events and offers historical interpretation onsite. We are seeking responsible and enthusiastic students to fill unique summer positions, at both museums. The Museum Assistant will work directly with the museums object and archives collections as well as assisting with special events and public open hours.

We are seeking responsible and enthusiastic students to fill our summer positions.

Tasks and Responsibilities

- Object collection inventory and photography
- Display planning and implementation
- Greeting visitors during open hours
- Cemetery preservation and clean-up annual event
- Historic document transcription
- Assist in adapting education and programming to a virtual platform

Position Requirements

- Must be under 30 years of age to meet grant stipulations
- Must be a Canadian Citizen, permanent resident, or have refugee status in Canada
- Have demonstrated interest in History, Community Heritage, Archives, Archaeology, First Nations Studies, Museum Studies, Archival Studies, or related discipline.

The Maple Ridge Historical Society is an equal opportunity employer

Wage: \$17.00 per hour, 35 hours per week, 9am-4pm

Job Duration: Full-Time, Wednesday-Sunday, June 2nd - August 22nd 2021

CLOSING DATE: May 7th, 2021 by 4 pm. Respond with cover letter and resume **in a single document** to Museum Curator mrmcurator@gmail.com