



Summer Employment Opportunity

Position: Community Collections Assistant

The Mission District Historical Society is seeking a temporary (summer) Community Collections Assistant for the Mission Museum. The Community Collections Assistant will be responsible for accessioning and cataloguing artefacts, data entry and artefact research, thus contributing to the overall organization of the Museum's collections, and will design exhibits and exhibit schedules which will facilitate public access to artefacts.

Duties and Responsibilities:

- Accessioning artefacts including identifying, numbering, data entry, photo documentation, and proper conservation and storage techniques.
- Researching items in collection.
- Conceptualizing design and installation plan for minor exhibit spaces.
- Investigating offsite exhibit spaces.
- Attending to the public when required.

Qualifications:

- Possess excellent interpersonal and customer service skills.
- Strong written and oral communication skills.
- Excellent attention to detail.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work independently as well as with others.
- Proficient with the Microsoft Office suite of products.

Eligibility

- **Must** be between the ages of 16 and 30;
- **Must** have been registered as a full-time student in the previous academic semester and intending to return as a full time student in the next academic semester;
- **Must** be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- **Must** be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- **Must** pass a criminal record background check.

Terms of Employment:

- 30 hours per week for 8 weeks, Flexible start date: June 28-July 5, 2017;
- Regular Hours will consist of Wednesday to Saturday; 9:00am-4:30pm but some occasional work may be required outside of these hours.
- Rate of Pay: \$14.50

Applications:

Please submit resume, cover letter and 2 references by Friday, June 2nd to:
Hazel Eason, Museum Manager, at info@missionmuseum.com.

Thank-you to all applicants, however, only those short-listed for an interview will be contacted.