



Summer Employment Opportunity

Position: Curatorial Assistant

The Mission District Historical Society is seeking a temporary Curatorial Assistant for the Mission Museum. The Curatorial Assistant will help prepare an upcoming exhibition and perform associated curatorial tasks, including cataloguing artefacts, collections inventory, data entry, and historical research.

Duties and Responsibilities:

- Cataloguing artefacts including identifying, numbering, data entry, photo documentation, while observing proper conservation and storage techniques.
- Perform meticulous historical research.
- Assist with artefact preparation and exhibit planning.
- Assist with special events and attend to the public as needed.

Qualifications:

- Strong written and oral communication skills.
- Meticulous attention to detail.
- Possess excellent interpersonal skills.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work well independently as well as collaboratively.
- Proficient with the Microsoft Office suite.
- Proficiency with the Adobe Creative Suite an asset.

Eligibility

- **Must** be between the ages of 15 and 30;
- **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, starting July 3 through August 24, 2019.
- Regular Hours will consist of Wednesday to Saturday; 9:00am-4:30pm but some occasional work may be required outside of these hours.
- This position is subject to the receipt of funding from the Canada Summer Jobs Grant Program.
- Rate of Pay: \$16.25

Applications:

Please submit resumé and cover letter by **Monday, May 13** to Meghan Dahl, Museum Manager, in person or via email at info@missionmuseum.com.

Thank you to all applicants, however, only those short-listed for an interview will be contacted. The MDHS is committed to creating a diverse workplace and is an equal opportunity employer.