



2019 Summer Employment Opportunity Position: Collections Assistant

Have you ever wanted to work behind the scenes at a museum? Ever wondered how collections are cared for and organized? This is your opportunity to indulge your curiosity and take part in a unique summer work experience! The Reach Gallery Museum Abbotsford seeks a mature, motivated summer student for the position of Collections Assistant. During the summer work term, the Collections Assistant will gain practical, hands-on skills in the care, handling, and management of museum collections and archival materials, learn the fundamentals of information management, be introduced to best practices for the digitization of collections, and hone project management skills. The hourly rate for this position is \$14.50 plus 4% vacation pay.

Under the supervision of the Curator of Historical Collections, the Collections Assistant will support the digitization of a portion of our artifact collection, improve the accuracy of information in our collections management database(s), and contribute to the ongoing digitization of hard-copy photographs from the regional newspaper archival holdings. The candidate will also provide access to archival collections through research requests and general customer service in the archives. The candidate will occasionally be called upon to assist with other heritage projects, gallery tours, and education programs as requested. This position will provide the successful candidate with experience in collections management, archival processes, and digitization standards necessary for a successful future in museums and/or archives.

The ideal candidate will be a returning post-secondary student at the undergraduate or graduate level, studying library and information science, anthropology, history, cultural studies, art history, museum studies, or cultural resource management. The candidate will have high degree of attention to detail and be thorough in their approach to project work. They must also be comfortable working independently to a high standard. While not a requirement, a background in database software and digital photography is considered an asset. The candidate should have excellent oral and written communication skills, be highly organized, and have good time management skills. The candidate must also have a valid criminal record check and a valid driver's license.

To be considered for this position, applicants must be 16-30 years of age; must be a Canadian citizen, permanent resident or have refugee status; must be a full-time returning student in Fall 2019; must not have another full-time job (30 hours +); must be willing to commit to the full duration of the work assignment; must not be collecting Employment Insurance (EI) during the work term; and must be legally entitled to work in Canada.

The Reach is an equal opportunity employer and encourages applications from candidates who are Indigenous, LGBTQ2, visible minorities, persons who are differently-abled, or new Canadians.

To apply, please send a cover letter and resume to the Curator of Historical Collections, Kris Foulds, at kfoulds@thereach.ca. We will only accept electronic applications (please do not mail or drop off hard-copies). Email your application documents as PDFs and include your name and "Summer Employment Application" in the subject line.

Applications must be received by 5:00pm on Friday April 12, 2019. For more information, contact Kris Foulds at 604-864-8087 x 122.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. This position is dependent upon receipt of external funding.