



Archives Assistant Job Posting

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in B.C.'s fishing industry. The site is operated by the Gulf of Georgia Cannery Society, an independent, non-profit society and registered charity. In addition to operating the historic site, the Society maintains an archival and artifact collection relating to fishing on Canada's West coast.

We are currently seeking a detail oriented individual who is dedicated to preserving BC's history for future generations to join our collections team. Under the supervision of the Collections Manager, the Archives Assistant will work in the Cannery's archive and library rooms. He/ She will primarily be responsible for working with the Society's online database and oral history program.

Main Tasks/ Responsibilities:

- Add newly digitized or collected oral histories to the new online database system. This work includes listening to audio to create key word metadata, contacting interviewees for permission or clarification regarding their interview, and updating the archives database with this information.
- Conduct a minimum of three interviews with individuals who worked in the fishing industry.
- Update the inventory of archival records and begin scanning archival documents for inclusion on the online database.
- Assist with organizing and rationalizing the Society's library.
- Share your work through social media posts and newsletter articles.

Qualifications:

- Organized with great attention for details
- Ability to work in cool, dusty conditions and lift heavier objects
- Ability to work independently
- Ability to work as an effective team member
- Previous experience volunteering or working in a museum, archives, or library is an asset

Conditions of Employment:

- A criminal record check is required
- Eligible applicants must be between the ages of 16 and 28 and a full-time student returning to full-time studies in the fall.

This **full-time 10-12 week** position is dependent on funding, and begins late May/ early June and ends late Aug.

Starting wage is \$14 per hour, plus 4% in lieu of vacations.

Please forward your resume and cover letter to:

Heidi Rampfl, Collections Manager
Gulf of Georgia Cannery Society
12138 Fourth Avenue, Richmond, BC V7E 3J1
heidi.rampfl@gogcannery.org

Deadline to apply: April 17, 2017

Only suitable candidates will be contacted. No phone calls please.

For more information about the site, please visit: www.gulfofgeorgiacannery.org