Job Posting:

Archives and Community Engagement Intern
1 Temporary Full-time position (6 months)
North Vancouver Museum & Archives Commission

The North Vancouver Museum and Archives is seeking an energetic, conscientious individual to provide assistance to the Archivist for a period of six months.

The North Vancouver Archives is in a transformational period as construction continues on the new museum and focus is put on enhanced access to archival materials and archives outreach services. In 2019, as part of outreach services, the Archives is planning two new exhibitions: "Defending North Vancouver," which will explore the topic of community-led precautionary activities during WWII through archival records, moving images and photographs; and "North Vancouver through the lens of Jack Cash: Photographs from 1939-1970" which will explore the work of North Vancouver’s most accomplished photographer.

The position: The Archives and Community Engagement Intern will assist with a variety of archives management activities, including core functions (appraisal, arrangement and description, preservation and access); and outreach activities, including digitization, exhibits and community engagement events.

Qualifications: The successful applicant must have completed one year of university or college program related to archives management, and have at least one year of related experience working in an archives or cultural heritage institution. Knowledge of archival principles and practices, including care and handling of archival materials in all formats is required. Experience working with archival management software and digitization software is an asset. Other qualifications include an interest in museum and cultural heritage work, a high degree of computer literacy, ability to maintain accuracy under pressure and deadlines, ability to lift 20lbs and walk up and down stairs, effective interpersonal and organizational skills, and excellent written and spoken English language skills.

Work Site: Archives at the Community History Center, Lynn Valley, North Vancouver
Wage: $20.89/hr plus 4% vacation pay
Work week: 30 hrs/week, 9:30-5:00, Wednesday to Saturday
Term: 11 September 2019 – 29 February 2020

Applications will be accepted until 12:00 p.m. PDT on Monday, August 12, 2019.

This position is funded, in part, via the Young Canada Works at Building Careers in Heritage Internship program of the Department of Canadian Heritage, administered by the Canadian Council of Archives. Candidates must be registered on the Young Canada Works website and meet all eligibility criteria to be considered for this position.

PLEASE CONFIRM IN YOUR APPLICATION THAT YOU HAVE READ & MEET THE ELIGIBILITY CRITERIA: https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html

Please submit resumé and cover letter by e-mail to nvmac@dnv.org, specifying “Archives and Community Engagement Intern” and your name in the subject line, or by postal mail to 3203 Institute Rd., North Vancouver, B.C. V7K 3E5. We thank all applicants for their interest; however, only those selected for interview will be contacted.

The North Vancouver Museum and Archives Commission is an equal opportunity employer.