



## Summer Employment Opportunity

### Position I: Archives Technician

The Mission Historical Society is seeking a temporary (summer) Archives Technician for the Mission Community Archives. The individual will work in a team-oriented environment assisting with the preservation and accessibility of the documentary heritage of Mission and the adjacent areas of the Fraser Valley Regional District historically associated with the community. The Society is committed to creating a diverse workplace and is an equal opportunity employer.

#### Duties & Responsibilities include:

- Assist with the digitizing and cataloguing of the archives extensive photographic records.
- Work on processing new acquisitions to the Archives, including: cataloguing, creation of donor files, etc. in accordance with archival protocols for managing their receipt and preservation.
- Research and assist with the development of resources available on the archives website <http://www.missionarchives.com/> and social media.
- Assist with the administration of the *Paths & Pathfinders: Women of Mission Program* established to collect, preserve and make accessible materials documenting the lives of local women.
- Help develop educational teaching aids using archival resource.
- Provide assistance with promoting archives at special events during the summer

#### Qualifications:

- MUST be between 15 and 30 years of age at the start of employment.
- MUST be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*;
- MUST have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with provincial legislation and regulations.
- Excellent interpersonal and customer service skills.
- Strong organizational, communication and research skills with meticulous attention to detail.
- Self-motivated and able to work independently as well as with others.
- Computer skills including knowledge and experience using Microsoft Office suite.
- Pass a Police Information Check.

The ideal candidate would have post-secondary education or experience preferably in Library, Archives and/or Information Management, History, Education or the Social Sciences (e.g., Anthropology, Native Studies). Priority may be given to candidates with previous work or volunteer experience in an archives.

#### Terms of Employment:

- 12 weeks from June 4th to August 23rd, 2019; Tuesday to Friday: 9am to 4:30pm
- Rate of Pay: \$16.25 per hour

#### How to Apply:

- E-applications only to: [manager@missionarchives.com](mailto:manager@missionarchives.com)
- Subject Line: Archives Technician Position
- Attachments: Resume and cover letter with 2 references, addressed to Val Billesberger, Archivist
- Application Deadline: May 18<sup>th</sup>, 2019

We thank all applicants for their interest however only individuals short-listed for interviews will be contacted.