



Temporary Employment Opportunity

Job Title: Archives Assistant

The Mission Historical Society is seeking a temporary Archives Assistant 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.

Duties & Responsibilities include:

- Assist with processing archival materials, including: cataloguing, creation of donor files, etc. in accordance with archival protocols for managing their receipt, preservation and public access.
- Research and assist with the development of new web-based programming and resources, including: web-enabled local history educational resources, virtual exhibits and tours, instructional videos for managing and organizing family treasures, etc.
- Work on updating the *Archives Disaster Preparedness & Emergency Plan* to minimize damage or loss to collections in the event a catastrophe
- Assist Archivist with [LIFE at TWO METRES](#) – a special project to collect (*digital and/or hard-copy* materials) from members of the community about their first-hand experiences to the COVID-19 pandemic.
- Research, plan and help set up an exhibit, including digital content.

Qualifications:

- **MUST** be between the ages of 15 and 30 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; and legally entitled to work in Canada in accordance with relevant legislation and regulations.
- Possess excellent interpersonal and customer service skills
- Strong written and oral communication skills
- Excellent attention to detail
- Demonstrated ability to organize information and prioritize tasks and projects
- Self-motivated and able to work independently as well as with others
- Proficient with the Microsoft Office suite of products
- Pass a criminal record background check.

Terms of Employment:

- 8 weeks from Oct 6th to Nov 27th, 2020; Tuesday to Friday: 9am to 4:30pm *with possibility of flex hours.*
- Rate of Pay: \$17 per hour

Application:

Please submit resume, cover letter and 2 references to: Val Billesberger, Archivist & Records Manager at manager@missionarchives.com *This competition will not close until the position is filled.* We thank all applicants for their interest, however, only individuals short-listed for interviews will be contacted.

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Address

33215 Second Avenue,
P.O. Box 3522, Mission, BC V2V 4L1

Phone

1 604-820-2621

Email

manager@missionarchives.com

Website

missionarchives.com