

qathet Museum & Archives

Research Support Officer

The Research Support Officer will work with the Museum's archival and object collections, completing inventories, conducting research, and providing collection care. The Research Support Officer will also assist with research requests from local and distant researchers, providing reference services in person, over the phone and by email. They will create content for the museum's website by researching topics relating to the community's history, and interviewing community members to record oral histories. Moreover, throughout the summer, the Research Support Officer will research a topic relevant to local history and develop a virtual exhibit. When required, the Research Support Officer will welcome and orient visitors to the Museum.

Employment term: June 7, 2022 – August 6th, 2022; 30 hours per week, Tuesday to Saturday from 9:00 am to 3:30 pm.

Compensation: \$17.00 per hour

Description of Duties:

- Orient visitors to the Museum and Archives
- Assist with opening and closing of the Museum
- Track researcher and visitor data
- Assist with research requests
- Curate social media content relating to the Museum's collections
- Research and generate website content regarding the museum's collection and community history
- Scan archival material identified as priority by staff
- Assist with collection inventories and collection care
- Interview and record oral histories
- Develop a virtual exhibit
- Light cleaning and sanitizing duties

Qualifications:

- Ideal candidates have taken courses in relevant disciplines (i.e. History, Museum Studies, Indigenous Studies Anthropology, Archaeology, Tourism, and/or Education)
- Possess excellent communication and organizational skills
- Experience with research and museum collections considered an asset
- A keen interest in local history
- Comfortable using computers
- Clear Criminal Background and Vulnerable Sector Checks
- Some spoken knowledge of French or other language would be an asset
- Valid First Aid Certification is considered an asset

To be eligible, students are required to meet the eligibility criteria set forth by the grant program (Canada Summer Jobs - CSJ)

- Be between 15 and 30 years of age at the start of the employment
- Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year
- 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
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

The qathet Museum and Archives is an equal opportunity employer. Please apply with a cover letter and resume by email to: info@powellrivermuseum.ca. Include "Attn: Executive Director – Research Support Officer" in the subject of your email. Applications must be received by Tuesday May 24, 2022.

We would like to thank all applicants for their interest in this position. Only candidates selected for an interview will be contacted.

qathet Museum and Archives
4790 Marine Avenue
PO Box 42
Powell River, B.C. V8A 4Z5
Tel: 604-485-2222
info@powellrivermuseum.ca