

## **VANCOUVER ART GALLERY ASSOCIATION**

**TEMPORARY FULL-TIME POSITION AVAILABLE May 23-Aug 23, 2017**

**ARCHIVES ASSISTANT (Young Canada Works in Heritage Organizations)**

Vancouver Art Gallery Library & Archives

**Applicants must be currently enrolled students and Canadian citizens, permanent residents or have refugee status in Canada, and be under 30 years of age.**

The Vancouver Art Gallery is seeking a post-secondary student currently enrolled in a full-time archival studies program for a temporary summer position in the Gallery Archives. This is a unique opportunity to participate in an important cultural heritage archive project. The Gallery is in the process of arranging and describing its archival collections. Working with the Chief Librarian and learning about curatorial practice and exhibition record keeping, the student will arrange and create descriptions for exhibition records and make this documentation of the Gallery's history of activity accessible online through the MemoryBC portal.

### **QUALIFICATIONS:**

Bachelor of Arts degree, some full-time post-graduate course work in an archival studies program. Knowledge of the principles of archival arrangement and the Rules for Archival Description (RAD) is necessary. Attention to detail and excellent computer skills are required. Fluent written and spoken English is essential. Knowledge of Canadian art history and the history of Vancouver is desirable.

### **Project Summary**

- Arrangement and description of archival records for exhibitions presented at the Vancouver Art Gallery during a very dynamic period in the Gallery's growth and development (1984 - 1999).
- Creation of a finding aid for these records.
- Entry of these descriptions into MemoryBC (<http://www.memorybc.ca/>), a portal providing access to descriptions of archival materials preserved in repositories throughout the province of British Columbia.

The Vancouver Art Gallery is dedicated to employment equity and a workplace reflective of the diversity of our community, and the staff and volunteers at the Vancouver Art Gallery also reflect this. Applications are encouraged from persons belonging to any of the Government of Canada's job equity groups.

**SALARY:** \$22.16 per hour Pay Grade 17, Step 1, plus 10% in lieu of benefits

**HOURS:** 35 hours per week

**TERM:** May 23 – August 23, 2017

Please submit your resume by Friday, April 13, 2018 to Debra Nesbitt Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086 or email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca).

*We thank all applicants for their interest; however, only those short-listed will be contacted.*