

## Job Posting:

# Archives Access & Community Engagement Intern

## 1 Temporary Full-time position (6 months)

### North Vancouver Museum & Archives Commission

MONOVA: Archives of North Vancouver is seeking an energetic, conscientious individual to provide assistance to the Archivist for a period of six months. MONOVA is a community-focused agency that operates both a museum and an archives. MONOVA exists to engage, strengthen and inspire our community and its visitors by exploring history, connecting people, and sharing ideas.

The Archives of North Vancouver has been selected as the repository for the permanent preservation of the Mt. Seymour History Project collection and the Alex Douglas fonds. In fall 2021 we are embarking on creating access to these valuable community records through an exhibition and community events/ public programming both online and onsite.

**The position:** The Archives Access & 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 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 of North Vancouver, Lynn Valley, North Vancouver

**Wage:** \$21.73/hr plus 4% vacation pay

**Work week:** 35 hrs/week, 9:00-5:00, Monday to Friday

**Term:** 15 November 2021 – 31 March 2022

**Applications will be accepted until 11:00 p.m. PDT on Sunday, 7 November, 2022.**

*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 [archives@monova.ca](mailto:archives@monova.ca), specifying “Archives Access 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.