



## Curatorial Assistant – YCW Intern

(30 hours/week - 24 weeks)

MONOVA: Museum and Archives of North Vancouver's vision is to be an inspirational and transformative community hub where the stories of North Vancouver's people, places and past come to life. MONOVA operates both the Museum of North Vancouver in The Shipyards and the Archives of North Vancouver in Lynn Valley.

MONOVA recently signed MOUs with Skwxwú7mesh (Squamish) and Səlilwətał (Tseil-Waututh) Nations to focus on meaningful cultural sharing of knowledge, to improve communication between MONOVA and the Nations, and to understand, respect and follow protocols that will lead to a strengthened relationship.



### The Position:

The North Vancouver Museum and Archives Commission (MONOVA) is seeking an enthusiastic individual to fulfill an internship and provide assistance to the Museum Curator. The Curatorial Assistant will assist with a variety of museum collection management tasks to survey and care for the museum collection, as well as plan and install new exhibits. Indigenous youth (16 to 30 years of age at the start of employment) are strongly encouraged to apply. The goal of this position is to develop ways for səlilwətał (Tseil-Waututh) and Skwxwú7mesh (Squamish) Nation members to represent their own history and culture in concert with cultural institutions such as the MONOVA.

### Specific Duties:

- Preparing sample inventory list and preliminary descriptions of the major collection areas (the curatorial team will use these to identify gaps and priorities for future collecting in its upcoming Collections Development Plan)
- Identifying areas in PastPerfect database that need revised language in support of decolonizing practices
- Updating PastPerfect database records for items that have been deaccessioned
- Photographing, condition checking, and rehousing pieces of the textile collection into appropriate storage
- Accessioning new acquisitions and documenting in PastPerfect, with an opportunity to develop public-facing content related to the collections for MONOVA's social media or The Inlet blog.

The North Vancouver Museum and Archives Commission is an equal opportunity employer. Indigenous candidates are strongly encouraged to apply.

- Working with local Coast Salish content providers to edit and write interpretive text related to Indigenous stories for museum core exhibit rotations, mobile exhibits, feature exhibits, and/or virtual exhibits.

**Preferred Skills and Knowledge:**

- Knowledge of UNDRIP, the Truth and Reconciliation Calls to Action, and principles and approaches to working with Indigenous communities. Candidates will ideally have a close connection to a Coast Salish Nation and/or self-identify as Indigenous.
- Completed undergraduate degree or certificate in an area appropriate to this position such as: Indigenous Studies, Museum Studies, History, Anthropology, Archaeology, Archival/Information Studies, etc.
- Strong written and oral communication skills, knowledge of MS Office suite programs
- Interest in preventive conservation, object care and handling, and experience with museum documentation and database systems like PastPerfect is an asset
- Communication skills including exhibit text writing, photo caption/credit writing, and artifact label writing are strong assets
- Criminal Record Check may be required.

**Wage:** \$21.69 (2021 rates) plus statutory holidays and vacation pay

**Work week:** 30 hrs/week (4 x 7.5 hr days)

**Term:** 25 September 2023 to 31 March 2024 (24 work weeks, with partial shut down over Christmas)

**Work Sites:** North Vancouver Museum (115 W Esplanade, North Vancouver) and Community History Centre (3203 Institute Road)

**Deadline:** Applications will be reviewed beginning Wednesday, September 20, 2023.

Please submit resumé and covering letter by e-mail to [MonovaHR@monova.ca](mailto:MonovaHR@monova.ca), specifying “Curatorial Assistant Position” and your name in the subject line.

This position is funded in part via Young Canada Works in Heritage Institutions Internships for Graduates program of the Department of Canadian Heritage, administered through the Canadian Museums Association. 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 AND MEET THE ELIGIBILITY CRITERIA. Visit <https://young-canada-works.canada.ca/> for particulars.

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