



Museum & Archives Attendant (Curatorial)

Auxiliary

The Museum & Archives of North Vancouver (MONOVA) is seeking a talented and experienced individual to join the team as Museum and Archives Attendant.

MONOVA'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 (115 West Esplanade) in The Shipyards and the Archives of North Vancouver (3203 Institute Road) in Lynn Valley and supports several other online/offsite experiences for the public to engage with and learn about the past, present and future stories of North Vancouver. MONOVA has signed memoranda of understanding with Sḵwx̱wú7mesh (Squamish) and Səl̓íl̓wətał (Tsleil-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 Museum and Archives Attendant will assist the Museum Curator with a variety of museum collection management tasks to survey and care for the museum collection, as well as plan and install new exhibits. Experience collaborating with Indigenous communities and knowledge of UNDRIP, the Truth and Reconciliation Calls to Action would be an advantage.

Specific Duties:

- Researching material relevant to exhibitions and proposed audiences under the guidance of Museum Curator.
- Assisting in installation and de-installation of exhibitions, and potentially touring locations of exhibitions in other galleries.
- Assisting in preparing museum and/or archives items for display, shipment, inventory, or storage.
- 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.

- 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.
- Assisting in writing and editing resources and materials for programs.
- Assisting with coordination of exhibitions, objects, artwork, and storage of exhibition objects.

Skills and Knowledge:

- Completion of Grade 12 education required. An undergraduate degree or certificate in a related discipline would be an asset, such as: Indigenous Studies, Museum Studies, History, Anthropology, Archaeology, Archival/Information Studies, etc.; or an equivalent combination of training and experience.
- Experience in museum and/or archives practices and methods, including object care and storage and collections best practices.
- Knowledge of UNDRIP, the Truth and Reconciliation Calls to Action, and principles and approaches to collaborating with Indigenous communities.
- Strong written and oral communication skills, knowledge of MS Office suite programs and other related software.
- 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.
- A valid drivers license is required.

Compensation:

\$22.53 - \$26.34 per hour (PG11, 2021 rates) plus 12% in lieu of benefits; unionized position

Hours of Work:

Auxiliary, hours will vary.

Start Date: March 2024

Please apply to:

Interested applicants should submit a cover letter and résumé submitted by e-mail to:
monovahr@monova.ca

Deadline for applications: Friday 15th March 2024

MONOVA believes that the benefit of an inclusive approach enhances creativity, diversity, and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that are inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner. MONOVA is an equal opportunity employer, and we encourage candidates who are women, BIPOC, LGBTQ2S+ and people with disabilities to apply.