

# KILBY

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## HISTORIC SITE

215 Kilby Road, Box 55  
Harrison Mills, BC V0M 1L0  
Phone: (604) 796-9576  
Fax: (604) 796-9592  
Web: [www.kilby.ca](http://www.kilby.ca)

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Museum · Farm · Restaurant · Gift Shop · Campground · Boat Launch

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### One Position Vacancy: Archival Assistant – Curatorial (Young Canada Works Program)

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The Kilby Historic Site & Archives has one 16-week summer employment opportunity which will run from **May 4, 2017 to August 24, 2017**. Please note that the staffing of the position and its duration are **conditional on the approval of the grant application** submitted to the Young Canada Works program.

**Duties include:**

- Assist in new and ongoing digitisation and cataloguing projects
- Creates a photography lab with the Curator for consistent photo documentation.
- Maintains digital resources, such as scanning, sorting and formatting and uploads archival images to database for public online access
- Assists the Curator with the organization, preservation and cataloguing the archives; maintaining good order to the storage of all paper documents and photographs.
- Assists with museum conservation; including pest control and monitoring.
- Assists with the research & development of special event programs, and public demonstrations
- Develops reference materials for staff and volunteers
- Delivers educational heritage programming for school children and the public, when needed
- Give historical talks to visitors of the 1906 General Store Museum, when needed
- Assists with weekend demonstrations & historical re-enactments to children and the visiting public.
- Assists to organise presentations, displays and exhibitions.
- Assists in special events, including the celebration of Canada's 150th Anniversary of Confederation
- Performs curatorial cleaning of artefacts.
- Perform other related duties.

**Requirements include:**

- Please note that in order to apply you must be registered in the Young Canada Works inventory at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca) and that you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job. Priority is given to candidates who have not previously participated in a summer work experience program.
- Ability to work co-operatively, as part of a team.
- Possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with the Microsoft Office (database experience, an asset).
- Ability to work 35 hours a week including weekends.
- Priority may be given to students in our surrounding towns and First Nations communities
- Driver's license not required but must possess a reliable means of transportation to/from work
- Must be able to pass and maintain a criminal and personal record background check.

This position offers an hourly rate of **\$13.00**

Apply by sending your resume **by April 10, 2017** to the Human Resources Department, Kilby Historic Site, **Attention: Curator** Fax: (604)796-9592 or e-mail to [humanresources@kilby.ca](mailto:humanresources@kilby.ca) *We thank all applicants in advance; however, only those selected for an interview will be contacted. The Fraser Heritage Society is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.*