KILBY
HISTORIC SITE

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

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

1 Student Position Vacancy:

Archival Digitization Assistant – Curatorial

(Canada Summer Jobs Program)

The Kilby Historic Site & Archives has an 8-week summer student employment opportunity which will run from **July 11th to September 2nd, 2022**. Please note this is a Canada Summer Job program, is subject to funding and the candidate must meet eligibility guidelines listed below.

The Archival Digitization Assistant is a hands-on position which offers the opportunity to learn integral behind-the-scenes archival procedures from accessioning and data entry, to rehousing and research. The chosen candidate will be trained in modern archival standards and will learn the unique history of the Kilby Historic Site. The Archival Digitization Assistant will help scan archival materials, rehouse them in acid-free materials, and enter relevant data into the Provincial Heritage Artifacts Database (PHAD). Our holdings include maps, visual records, and other documents from 1890 to 1970 ranging in theme from local First Nations to the dairy industry and general merchant business, with much in between. All work undertaken is designed to improve public access to our holdings. This work is essential for public engagement with the collection, and it lays the foundation for future exhibit and conservation work. Previous experience with databases or in archives is an asset but if you are willing to learn, we are excited to teach. We are looking for someone with an interest in history, museums, and archival work, who has excellent attention to detail.

Duties include:

- Assist in ongoing digitization of visual records and other archival documents from the early 1900s.
- Create new records and update existing ones in our database by adding location data, media files, etc.
- Accession backlogged donations (numbering, organization, and cataloguing).
- Conduct research to expand our understanding of the provenance and significance of our archival items.
- Assist with archival conservation, including removing staples and rubber bands, rehousing archival items in acid-free materials, and helping with pest control and monitoring.
- May be required to assist with on-site activities, interpretation, and historical re-enactments for the visiting public.

Requirements include:

- Under the Guidelines of this program to be eligible: you must be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2; and, be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- An interest in History, Museum or Archival Studies, or relevant studies is essential.
- Familiar with the Microsoft Office (database experience, an asset).
- Ability to work 35 hours a week.
- 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 a criminal record check.

This position offers an hourly rate of $15.50
7 hours a day / 35 hours week

Apply by sending your resume **by May 30, 2022** to the Human Resources Department, Kilby Historic Site, Fax: (604)796-9592 or e-mail to humanresources@kilby.ca We thank all applicants in advance; however, only those selected for an interview will be contacted. The Fraser Heritage Society is a charitable non-profit society that operates the museum and is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.