



EMPLOYMENT OPPORTUNITY

Job Title: Collections Assistant

Organization Name: Village of New Denver - Nikkei Internment Memorial Centre

Job Location: New Denver, BC

Length of Assignment: June 1 – Aug 28, 2020 (Start/end dates are subject to change)

Hourly Wage: \$14.60 per hour

Schedule: Hours of work are between 9:30 am to 5:30 pm; 35/hours per week

The purpose of the Nikkei Internment Memorial Centre (NIMC) is to collect, preserve, conserve, research, exhibit, and interpret objects which represent the life and condition of the Nikkei living in the New Denver and West Kootenay internment camps between 1942-1957. Owned and operated by the Village of New Denver, the NIMC was designated as a National Historic Site in 2010. The NIMC is open daily from May – Sept, with an average of over 4,000 annual visitors.

The Collections Assistant will focus on three main responsibilities: 1) the photographing, cataloguing, and data entry of the remaining artefacts of the NIMC collection; 2) the photographing, cataloguing, and data entry of newly acquired artefacts to the NIMC collection; 3) the completion of missed fields on previously entered archival material on the shared online database.

The student may also be asked to assist with community outreach activities and events organized by the NIMC.

Description of Tasks

The Collections Assistant's main tasks will be:

- To photograph and complete data entry of the remaining artefacts in the NIMC collection into the pre-existing digital database in collaboration with the Nikkei National Museum and Cultural Centre in Burnaby, B.C.
- To photograph and complete data entry of new acquisitions to the NIMC collection into the pre-existing digital database in collaboration with the Nikkei National Museum and Cultural Centre in Burnaby, B.C.
- To complete the previously created archival material entries to the database to ensure all fields are filled appropriately using archival rules of description.
- To gain a good sense of the collection and daily work at the Nikkei Internment Memorial Centre related to operations and activities, particularly small museum management.
- To participate and assist with community outreach events at the NIMC, including but not limited to Vegetable Garden Planting Day and school tours.

Skills Required:

This position is suitable for a student in the field of history, anthropology, social sciences, museum and curatorial studies or library and archival studies.

Ideal skills of the successful candidate:

- Knowledge of Canadian History and Japanese Canadian History is an asset;
- Strong familiarity and ability to use Office software, specifically Word and Excel;
- Familiarity with the Rules of Archival Description an asset;
- Candidates should possess knowledge of and practical experience with computers, internet, and online resources;
- Be able to safely lift and carry up to 20 lb of archival boxes;
- Previous photography and photo editing skills are an asset;
- The student must be organised and detail oriented with good communication skills in English;
- The student must be willing to work closely and collaboratively with others and demonstrate a genuine interest in the work experience.

Candidates will be chosen on the basis of their skill level and ability; therefore, we welcome all applicants regardless of race, gender or disability. We are an equal opportunity employer and encourage applications from all qualified candidates.

Eligibility:

Must meet Young Canada Works and/or Canada Summer Jobs eligibility requirements.

Applications Procedure:

Please forward applications with resume by email to:
Chief Administrative Officer, Village of New Denver - office@newdenver.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted

About the NIMC:

The Nikkei Internment Memorial Centre is located in the beautiful village of New Denver, BC. On the shore of pristine Slocan Lake, nestled in the foothills of the mountainous West Kootenay region, the community was founded as a mining town in 1892. It was incorporated as a village in 1929 and is currently home to a population of 500 residents. It has a moderate climate, clean air, clean water, and excellent offerings in the way of outdoor recreation. Valhalla Provincial Park is located nearby, and there are many other hiking and mountain biking opportunities on local trails. In addition to the Nikkei Internment Memorial Centre, the town has other attractions including local galleries, museums, restaurants, gardens, campgrounds and shops. Several commercial and wild hot springs are can be enjoyed nearby in Nakusp and Ainsworth. The historic towns of Kaslo and Sandon are also located within a short drive.