

Vancouver Maritime Museum Archives Assistant (Temporary - Canada Summer Jobs)

We gratefully acknowledge and respect the x^wməθk^wəyəm (Musqueam), s^kwx^wú7mesh (Squamish), and səliwətał (Tseil-Waututh) who are the stewards of these lands and waters. Our goal is to support these communities and share their stories in a meaningful way.

Nature and Scope of Work

The work of the Archives Assistant is of considerable complexity involving specialized knowledge of working with archival materials. Work involves taking the lead from the Curator of Collections on duties related to acquisition, appraisal, accessioning, arrangement, and description; digitization; physical preservation and conservation of archival materials; and performing reference duties and collections management for archives. The Archives Assistant may assist with database management, and may contribute advice regarding copyright concerns, among other duties in support of the Curator of Collections. Operating within nationally recognized archival description standards, the Archives Assistant collaborates with the Curator of Collections to assess the historical and administrative value of material, determine its proper classification, process collections in the museum's backlog, and determine levels of access to records.

Examples of Work:

- Carries out appraisal, arrangement and description, physical processing, and writing finding aids for archival materials, in accordance with the Rules for Archival Description standard.
- Reports to the Librarian & Archivist with suggestions regarding the degree of public access which materials will have, based on the confidentiality or sensitivity of the information and on current copyright law.
- Collections management work, including identifying collections for processing, for deaccessioning, and for increased collecting.
- Reference and research duties, including providing detailed information, scanning services, and advice to staff and the public in person, by telephone, and by email.
- Researches and writes promotional and educational materials related to the collections for blog articles and social media posts.
- Assists in the maintenance of the CollectiveAccess database in collaboration with the Librarian & Archivist and the Curatorial department to manage archival finding aids.
- May provide occasional training to volunteers and temporary and part-time staff related to reference, digitization, and archival processing.
- Assists in keeping statistical records of archival services rendered for institutional records.

- Performs related work as required, as well as participating in collaborative museum work outside of the scope of the Library & Archives department.

Required Qualifications:

- This position is funded by Canada Summer Jobs. Applicants must meet Canada Summer Jobs Eligibility criteria, which includes;
 - Be between 15 and 30 years old at the start of the summer job
 - Be a Canadian citizen, permanent resident, or a person whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job
 - Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. This includes having a valid Social Insurance Number at the start of the summer job.
- Completion of or enrollment in a Master's of Library and Information Studies and/or a Master's of Archival Studies program, or equivalent knowledge of and experience with archival theory.
- Considerable knowledge of the methods and practices of modern archival operations, principles, techniques, and procedures, including a thorough familiarity and prior experience with the Rules for Archival Description.
- Prior experience with accessioning, processing, and conservation of archival materials.
- Ability to appraise documents and other materials and to determine both their historical research value as well as their adherence to the museum's collecting mandate.

Preferred Qualifications:

- Considerable knowledge of maritime, natural and/or human history particularly as it relates to the Lower Mainland of British Columbia.
- Prior experience in a small, specialized archives.
- Ability to perform miscellaneous administrative tasks.
- Ability to assist in the training of para-professional staff, volunteers, and practicum students.
- Ability to work collaboratively with other staff and volunteers.

Remuneration: \$24.20 Paygrade 16

Employment Term: May 18th, 2026 to August 10th, 2026

This temporary full-time position (8-weeks 35hrs per week) falls under the jurisdiction of CUPE local 15.



Class No.303
Prepared 2022
Paygrade 16

How to Apply:

Please apply by email with a cover letter and resume to the attention of:

Ashley Smith, Curator of Collections at curator.collections@vanmaritime.com

Application deadline: Monday, May 4th, 2026

Thank you for your interest. Please note that only those applicants selected for interviews will be contacted.