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[» Apply Now](#)**Title** Collections Assistant**Department** Delta Museum & Archives**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-175

Nature & Scope of Work This is technical clerical work involving responsibility for the care, planning and oversight of both an artifact and archival collection including the technical aspects of appraising and describing records to archival standards. An incumbent of this class will work in collaboration with the cultural services team to bring the artifact and archival collections to the community through various program forms. The work involves establishing and maintaining relationships with a variety of internal and external contacts, promoting and publicizing interest and participation in cultural services activities and assisting in the care, access and monitoring of the artifact and archives collection. Some independence of judgement and action is exercised within the limits of established policies, procedures, guidelines and best practices. Unusual problems and policy matters are referred to a superior who reviews work performance in terms of the attainment of desired objectives and provision of effective services to the public.

Illustrative Examples of Work

- Assist with the evaluation, acquisition, registration, conservation, documentation, digitization and storage of original materials relevant to the history and heritage of Delta;
- Oversees a collection management process for the archives by documenting and recommending material for accessioning and deaccessioning for decision by the Delta Heritage Society;
- Reviews, evaluates and documents existing artifacts in the collections; plans, develops, coordinates and implements systems associated with the care of collections in collaboration with the cultural services team;
- Assists and supports researchers, visitors, staff, volunteers and others with access, in various forms, to artifacts and archival material, records management and the provision of information, reference and research services using the artifacts and archival collection, including municipal records;
- Liaises with the City Clerk's Office to support the transfer of City documents to the archival collection, both physically and digitally;
- Promotes interest and participation in artifacts and archival collection by establishing relationship and liaising with the general public to encourage appropriate donations and loans; maintains awareness of local events and issues to ensure the collections are representative of the community;
- Assists with the preservation of oral histories including interviews and audio recordings, transcription, research, editing, formatting and storing media; oversees the care of the archival holdings, including appropriate transporting, storing, monitoring, handling and maintaining of archival materials;
- Assists with the research, planning and coordination of approved formats, locations and schedules for exhibitions and experiences associated with Delta's heritage;
- Provides guidance, instruction and direction to staff and volunteers regarding the delivery of services associated with the collections; assigns, checks and evaluates the work of same;
- Investigates and resolves complaints, referring problems to a superior; enforces rules and regulations and ensures that required standards of behaviour and safety maintained in the facilities or areas serviced; and ensures for security of facility as required;
- Prepares and maintains records, activity reports and requisitions using computerized and manual systems; maintains equipment inventories; assists in the monitoring of budgets;
- Participates with other staff members in planning, and organizing special events;
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the rules for archival description.
- Considerable knowledge of archival storage practices.
- Sound knowledge of the cultural resource management, including collection management principles and practices.
- Sound knowledge of the history, roles and responsibilities of cultural services
- Working knowledge of the methods, practices, policies and procedures applicable to the work.
- Working knowledge of collaboration methods and group leadership techniques related to the work.
- Working knowledge of the preservation and exhibition of tangible and intangible cultural assets, such as traditional skills, cultures and languages.
- Ability to assist with planning, scheduling, implementation, coordination and evaluation.
- Ability to prepare operating schedules and to coordinate facilities usage.
- Ability to assist in the recruitment of staff and volunteers, and evaluate same.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts.
- Ability to prepare and maintain records and reports related to the work manually and/or using a computer, including database software.

Desirable Training & Experience Diploma in cultural resource management or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

- Valid Class 5 Driver's Licence for the Province of British Columbia;
- St. John's First Aid Certificate;
- AED (Automated External Defibrillator) Training Certificate.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 40 Hour Non-Standard Work Week

Pay Grade 17

Pay Rates \$27.45, 28.55, 29.74, 30.98, 32.25 per hour

Posting Date 10/16/2019

Posting Closing Date 10/23/2019

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