

The following 3 job positions will become available **if** Service Canada approves a grant application by the Port Moody Heritage Society.

Positions are for a maximum of 16 weeks; 35 hours per week for the summer of 2010.

Rate of pay \$10.75/hr. Weekends required. Start date May 3 or 10.

Must meet Service Canada criteria. Government of Canada priority groups preferred.

Closing Date: Friday, April 16, 2010, 4:00 pm PST

Applications:

Resume and cover letter:

Preferred method – hard copy to Manager/Curator
Port Moody Station Museum
2734 Murray Street
Port Moody, BC
V3H 1X2

Alternate method – electronic copy pmmuseum@telus.net

1: **Museum Collections (Artefact Holdings) Assistant**

Tasks and Responsibilities

- Ensure safety and security of the museum, visitors and themselves
- Assist in the management of the artefact collection
- Ensure proper care in the handling and conservation of artefacts
- Data entry of accessions
- Prepare photographic records of the collection
- Check accuracy of existing data base
- Assist in the development of new displays
- Participate in special events
- Greet visitors, Interpret displays: English essential, French encouraged
- Assist in daily museum operations

Competencies

- Organized
- Data processing and computer skills
- Knowledge of museum collection management
- Computer abilities (MS Access)
- Observant and detail oriented
- Good communication skills, written and verbal – English required
- Reliable
- Ability to work independently and also a team player

2: Exhibit & Graphic Design Assistant

Tasks and Responsibilities

- Ensure safety and security of the museum, visitors and themselves
- Interpret displays and conduct tours of the museum English essential, French encouraged
- Evaluate existing displays and improve functionality
- Develop print materials including newsletters and promotional items
- Develop a CHIN online exhibit of the Port of Port Moody
- Assist in daily museum operations
- Assist with publicity and public relations
- Assist with proper care and handling of photos and artifacts
- Participate with special events
- Greet Visitors, Interpret displays: English essential, French encouraged
- Historic data entry into database

Competencies and Essential Skills Development

- Project management abilities
- Good communication skills, written and verbal - English required, French desired
- Good interpersonal skills dealing with the public and staff
- Computer skills (MS Office / Adobe)
- Self motivation
- Versatility
- Reliable
- Ability to work independently and also a team player

3: Programme Assistant

Tasks and Responsibilities

- Ensure safety and security of the museum, visitors and themselves
- Participate with special events
- Deliver educational programmes to children and adults
- Develop programmes and tools required to increase museum capacity in delivering community based programmes for New Canadians and seniors
- Assist in daily museum operations
- Assist with proper care and handling of photos and artefacts
- Greet Visitors, Interpret displays - English essential, French encouraged

Competencies

- Project management abilities
- Good communication skills, written and verbal - English required, French desired
- Good interpersonal skills dealing with the public and staff
- Computer skills (MS Office)
- Self motivation
- Versatility and Reliability
- Ability to work independently and also a team player