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Archival Assistant

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Program stream:

Young Canada Works at Building Careers in Heritage

Job title:

Archival Assistant

Organization name:

Museum and Archives of Vernon

Job location:

Vernon, British Columbia

Length of assignment:

2024-06-04 to 2024-12-03 (26 weeks)

Hourly wage:

\$19.00

The Museum & Archives of Vernon (also known as the MAV) has over 20,000 objects, from ball gowns to cannon balls! The Vernon Museum features exhibits, acquires and preserves archives, runs programs, and rents space to showcase the rich history and create an understanding of the North Okanagan.

We are looking for an Archival Assistant to work as part of the MAV Archives Team, assisting with the processing, management, and care of textual and digital archival records. Other functions of the position will include assisting with research projects for public and in-house purposes, engaging in data management tasks, and working with other staff members across departments as opportunities arise.

Prospective candidates for the Archival Assistant position are ideally currently enrolled in, or graduates of, post-secondary academic programs related to fields such as History, Anthropology, Indigenous Studies, Education, Fine Arts, Museology, Library and Archival Studies, Hospitality and Tourism, or Recreation and Leisure.

While prior experience in a museum and archives setting is advantageous, it is not a mandatory requirement as a willingness to learn is considered more valuable to the MAV team. Similarly, a cursory understanding of the Rules of Archival Description (RAD) is also an asset.

The Greater Vernon area is a hub for arts and culture, and exciting changes are taking place at the Museum & Archives of Vernon. Since 2019, we have completed a Strategic Plan and a staff restructuring that has resulted in a more focused approach to the museum's events and displays. While this involves a lot of changes and hard work, it is an exciting time to be involved in the museum, as its approach to the telling of Vernon's stories is shifting and modernizing. We are looking for a dedicated and dynamic individual to join our team!

The MAV is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

As this position is funded by the Young Canada Works in Heritage Organizations grant, any applicant must meet the following criteria:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment; and
- not have another full-time job during the YCW work assignment.

If you are interested in applying for this position, and meet the Young Canada Works grant criteria, please submit applications directly through the Young Canada Works portal. [◀ Back to search](#)