



Job Posting

Position Title: Archives & Collection Assistant

Location: 168 East Pender Street, Vancouver BC

Scope of Position:

Working under the direct supervision of the Manager of Public Programs & Education and the Head of Interpretation & Content Development, the Archives & Collections Assistant is responsible for the provision, care, and management of permanent collections of information that provide evidence of human actions and transactions that are intended to preserve the past and allow others to discover it. This is an exciting opportunity to plan, develop and make accessible a unique collection of cultural objects/materials to share the stories of Chinese Canadians with a particular focus on Vancouver's Chinatown.

Primary Responsibilities:

- Adhere to industry best practices to develop and implement procedures for the acquisition, processing, digitization, evaluation, documentation, storing and deaccessioning of the collection and supporting archival materials.
- Assess, evaluate, describe, and organize incoming materials related to the collection such as correspondence, photographs, ledgers, and miscellaneous records in accordance with accepted archival standards and practices.
- Overhaul and update existing collection files (physical objects and digital files) to build a sustainable management system using the appropriate tools and software
- Maintain financial records and budgets related to collections management.
- Ensures long-range sustainability of the collection and makes use of changing technology, including identifying resources and funding to sustain the collection
- Create finding aids and archival fonds using tools in accordance with established standards
- Establish a method of access to the collection for a wide range of users.
- Work collaboratively with Chinatown Storytelling Centre staff and volunteers to provide access to the collection to support programming, education, marketing, and content development.
- Answer internal and external inquiries as needed.

The ideal candidate will have the following qualifications:

Required Qualifications:

- College or university degree, preferably in history, museum studies, libraries and archives, or a related field.
- 3+ years of professional experience working with artifact collections
- Knowledge of archival methodology and techniques, including research, evaluation, handling, sorting, storing and labelling cultural artifacts, documents and digital files.
- Proficiency in Microsoft Office, Google Drive, and archival databases such as PastPerfect
- Ability to work both independently and with a team.
- Ability to perform moderate physical activity, such as climbing ladders, lifting, kneeling, standing or walking for periods of time
- Excellent critical thinking, communication, organizational, and customer service skills
- Able to commit to an in-office role with flexible working hours.
- Strong commitment to the mission and vision of VCF and CSC.

**Preferred Qualifications:**

- Master's Degree in relevant discipline
- Language ability in Chinese
- Must be committed to an in-office role with flexible working hours

Background:

The Vancouver Chinatown Foundation is a registered charity founded in 2011 to honour a culture and community established in Vancouver over 100 years ago and is dedicated to building a more resilient and inclusive community by promoting the wellbeing of those in need while preserving Chinatown's irreplaceable cultural heritage. We have a vision of a prosperous, vibrant, and inclusive Chinatown, where people come to live, work, and play. The Vancouver Chinatown Foundation's efforts to revitalize this important neighbourhood are grounded on three interconnected pillars: physical, commercial & cultural revitalization.

What we offer:

- Full benefits package
- Competitive salary
- Meaningful work with a social purpose
- A sense of belonging among caring and trusted colleagues
- The potential to develop your position and professional goals
- A diverse working environment in the heart of historic Chinatown

Working at the Vancouver Chinatown Foundation is about joining a dynamic passionate team focused on creativity and innovation to revitalize Chinatown in the city of Vancouver.

This is an in-office position with office hours of 9:00 to 5:00, Monday to Friday. Some flexibility in scheduling to support evening and weekend work may be required and will be discussed in advance. Please submit a cover letter and your resume to careers@chinatownfoundation.org

We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, disability, gender identity, or Veteran status.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.