

Job Posting

Collections Assistant (two positions)

Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E4M7

604-777-7000

Period of employment: May 11 – August 28, 2021 (16 weeks)

Hours: 9:30am – 5:00pm Tuesday to Saturday (with occasional evenings and weekends)

Salary: \$17.00 per hour + merccs

Who we are:

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the x^wməθk^wəy̓əm Musqueam, Sk̓wx̓wú7mesh Úxwumixw Squamish, sə́lilwətaʔt Tsleil-Waututh, and k^wik^wə́l̓əm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve and share Japanese culture and Japanese Canadian history and heritage for a better Canada. We fulfill our mission through exhibits, cultural and educational programs, special events, archival preservation and research, and community partnerships. Currently the NNMCC's repository houses more than 41,000 photographs and digital images, 38 metres of textual records, 650+ oral history records, 156 film reels, and over 2600 artworks and objects.

Job description:

Two Collections Assistants, under direction from the museum staff, will participate in two projects preserving and making accessible archival material including photographs and textual materials related to the history of Japanese Canadians. From 1942-1946, over 22,000 Japanese Canadians were forcibly and unjustly removed from the west coast and sent to internment camps in the interior of BC, or other work camps across Canada. They lost all of their property, including cars and boats, businesses, and many of their personal belongings; and were denied access to education and job opportunities. The archival material that survived the tumultuous years and are preserved at the Nikkei National Museum & Cultural Centre spans over 140 years of Canadian history. We aim to preserve and make accessible these historically valuable records to educate individuals of all backgrounds about past discriminatory and unjust policies within Canada.

The NNMCC's first project, ***Women of Change: Celebrating Japanese Canadian Leaders*** aims to preserve and make accessible records that recognize the activities and achievements of Japanese Canadian women and bring to light the strength, resilience, and contributions made by business women, writers, photographers, women's associations, academics, activists, and more.

The first Collections Assistant will work with staff to preserve 500 photographs and 80 cm of textual records through digitization, description, and long term preservation; and make accessible these records online and through an exhibit. The NNMCC also aims to preserve and make accessible records that document the economic, historical, and cultural history of Japanese Canadians in British Columbia's fishing industry through the second project, ***Families on the Coast: The Madokoro Collections***. The second Collections Assistant will work with staff to preserve 1255 photographs and 4.5 cm of textual records through digitization, description, and long term preservation; and make accessible these records online.

The work will take place within the NNMCC and remotely where possible in response to the Covid-19 pandemic. Whether in the office or working remotely, there will be a ready exchange of information and experience with other museum staff and the opportunity to be immersed in the workings of a small, community-based, culturally significant heritage institution. The Collections Assistants will gain experience in the daily operations of the museum including but not limited to collections care and handling, acquisition and donor relations, archival arrangement, description following national standards, digitization following international best practices, condition reporting, database management, environment and storage management, museum standards and policy, research procedures, writing, and community consultation. The Collections Assistants will build upon their IT skills by working with collections-related equipment and software as well as a networked server that adheres to a file management plan. Opportunities to submit articles to community publications are available, including but not limited to the NNMCC's eNews and periodical publication Nikkei Images, the Nikkei Voice newspaper, the Bulletin-Geppo journal, the BC History Magazine, the Vancouver Heritage Foundation newsletter, and the Archives Association of British Columbia Newsletter. The Collections Assistants may participate in supporting NNMCC staff with museum/education programs, gift shop sales, online promotion of the collections, and exhibition development and installation. Pending Covid-19 restrictions, the Collections Assistants may engage in public outreach at special events where information on the NNMCC's programs, collections, and exhibits are shared. The NNMCC participates in the Salmon Days Festival in Steveston, the Powell Street Festival in Vancouver, the Nikkei Matsuri Festival in Burnaby, and other special events.

The Collections Assistants must be organized and detail oriented, flexible and willing to multitask, work well both independently and collaboratively, be able to meet agreed upon goals and deadlines, and will perform other related duties as required. They will acquire and enhance a range of skills in communication, information management, IT, problem solving, strategic planning, leadership skills, personal management, and collaborative environments under direction of museum staff. The setting will provide experience in the heritage sector, cultural

diversity, working as a team, working collaboratively with other programs and exhibitions, and the importance of preserving history for future generations.

Who you are (qualifications):

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act a request for accommodation will be considered throughout the hiring process.

- Students in the field of library and archival studies, museum studies, curatorial studies, history, anthropology, art, English, Asian Canadian and Asian migration studies, gender studies, and other fields are encouraged to apply. The NNMCC welcomes students from interdisciplinary backgrounds.
- Must be a current full-time student between the ages of 16 and 30 and intend to return to full-time studies in the fall.
- Are a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Are legally entitled to work in Canada.
- Good level of computer literacy including spreadsheets, database software, video meeting applications, communication tools, and email.
- Familiar with the metadata description standard Rules for Archival Description.
- Familiar with preservation and conservation would be an asset.
- Fluent in English with intermediate writing skills. Japanese language would be an asset.
- Knowledge of Canadian History/Japanese Canadian History would be an asset.
- Driver's license would be an asset.
- Regularly required to lift and/or move up to 10 lbs; 15-20 lbs on an occasional basis, if able.

Applications

Please forward resume and cover letter by email to:

Sherri Kajiwara, Director|Curator - hr@nikkeiplace.org with subject "Collections Assistant"

Applications will be accepted until April 27, 2021.

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Location

The Nikkei National Museum & Cultural Centre is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away. www.nikkeiplace.org
www.burnaby.ca/Things-To-Do/Visitor-Resources/Attractions.html