

Job Posting - Collections Assistant

Nikkei National Museum & Cultural Centre

Posting date: October 4, 2024

COLLECTIONS ASSISTANT: POSITION SUMMARY

The NNMCC is seeking a talented individual to join our team as the Collections Assistant, reporting to the Collections Manager and indirectly reporting to the Director|Curator. The Collections Assistant will participate in preserving and making accessible archival material related to the history and heritage of Japanese Canadians. They will assist in the NNMCC's management of our unprocessed donations, accessioned collections, and reference materials including appraisal, arrangement, description, inventorying, transcription, rehousing, digitization, conservation, and condition reporting. The Collections Assistant will support reference services including research requests; development of research guides; and reproduction orders. They will support deaccessioning; loans; environment and storage management; management of files and digital assets; translation (if able); donor relations and community consultation; database upgrades; outreach activities; and conduct training for students and community workers. The Collections Assistant will work closely with the Collections Manager, Research Archivist, members of the collections team, community members and organizations, and may include third-party vendors.

DUTIES & RESPONSIBILITIES

Collections & Archives

- Support ongoing management of the NNMCC Collection and Archives.
- Support donor relations and community consultation.

Reference services

- Support reference services provided to the public, community partners, and the NNMCC team.
- Support reproduction requests.
- Support research and prepare access to records online and in person.
- Support research and develop research guides.

Other areas

- Support environment and physical and digital storage management.
- Support integrated pest management.



- Conduct research and writing.
- Work with staff to research and revise controlled vocabularies and glossaries.
- Support database development and upgrades.
- Support loan services.
- Support training and/or supervision of students, contractors, and volunteers.
- Provide translation support, if able.
- Support ongoing community engagement, outreach, relationship building, and community consultation. Liaise with donors, community partners, and community groups.
- Contribute to fundraising efforts.
- Perform administrative tasks.
- Support exhibits, special events, outreach, and programs.

This position requires working with records that document unjust and racist actions, statements, and terminology, which may be upsetting.

SKILLS & QUALIFICATIONS

- Undergraduate degree 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; or, an equivalent combination of related education/training and experience.
- Experience working in a non-profit, community organization, archives, museum, gallery, library, or related work would be an asset.
- Knowledgeable in Japanese Canadian history and Canadian history.
- Detail-oriented; works with attention to accuracy.
- Strong research, oral, and written communication including presentations, coupled with strong interpersonal, and collaborative skills.
- Effective and efficient problem solving with the ability to manage multiple tasks and projects while smoothly adapting to change.
- Experience working with information technologies. Good level of computer literacy including Microsoft Office, Google Suite, communication tools, and file management. Experience with database software, visual/audio/video editing software would be an asset.
- Experience with community archives and/or non-profit organizations would be an asset.
- Experience with exhibitions, public programming, and publications would be an asset.
- Japanese and/or French language would be an asset.
- Driver's license would be an asset.



- Please note: staff often lift and/or move up to 10 lbs, and 15-20 lbs on an occasional basis. The ability to lift/move is not a requirement and support is available when needed.

Terms: 3-Year Contract Fall 2024 – March 2027, Full-Time

Hours: 35 hours per week. 9:30am – 5:00pm Monday to Friday (with expectation to adjust schedule to support activities).

Salary range: \$22-24/hr plus NNMCC Benefits Package. 3-Month probation period.

ABOUT OUR MUSEUM & ARCHIVES

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 those 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.

ABOUT US + LOCATION

Please see this link for full details: <https://centre.nikkeiplace.org/about-us/>

HOW TO APPLY

Please submit a cover letter and resume to hr@nikkeiplace.org Attention: Lisa Uyeda, Collections Manager, with "Subject: Collections Assistant"

Position open until filled. Review of applications begins October 21, 2024.

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

