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## Roedde House Museum – Programming & Collections Assistant

**Website:** [www.roeddehouse.org](http://www.roeddehouse.org)

**Start Date:** Tentatively May 18<sup>th</sup> to August 31<sup>st</sup>, 2023

**Work Hours:** Wednesday through Sunday, 10am to 4:30pm

**Hourly Wage:** \$16.75/hour

Roedde House Museum, in Vancouver's West End, is a late-Victorian Heritage house museum in the Queen Anne revival style. Built in 1893 for the family of Gustav Roedde, the city's first bookbinder, it has been faithfully restored to reflect the day-to-day life of a middle class, immigrant family at the turn of the last century. Since the Museum's official opening in May of 1990, the Roedde House Preservation Society has run Roedde House as a threefold facility:

- a museum with guided tours, including an active schools program,
- a venue for music and other entertainment,
- a rental facility for small receptions.

### Job Description

The Programming & Collections Assistant will provide support for key programming at the Museum including leading Museum tours and acting as an ambassador for external and internal events (including concerts). The Assistant will also be performing a room-based collections audit – inspecting and reconciling artefacts. The Programming & Collections Assistant will also produce an exhibition based on their research and work with the collection. The role will also include some administrative and marketing support.

### Responsibilities

- The Programming & Collections Assistant will divide their time between work in the office and with the public. On a typical day, they will welcome visitors and provide tours of the Museum in the morning and work on their projects in the afternoon.
- They will work closely with the Museum's volunteer Exhibit & Collections Committee to verify the accuracy of the files and to ensure that correct accession numbers are listed. They will work to scan and correctly match the photos of the artefacts with the appropriate accession number and artefact description and learn how to take new photos as needed.
- The Programming & Collections Assistant will be tasked to handle and inspect artefacts in the Museum's collection. They will be trained on the proper handling procedures and encouraged to explore ideas on how to develop Exhibitions and further programming based around artefacts.
- Ideally, the Programming & Collections Assistant will be well-versed in French to help with the translation of exhibition signage and with French-speaking tours in the Museum.



- In all activities, the Programming & Collections Assistant will act as a direct representative of the Museum and its services. As such, it is expected that they will exhibit a professional, open and thoughtful presence in all situations. The Programming & Collections Assistant will be in constant contact with numerous people, whether visitors, volunteers, members, staff, Board members, and others. Being patient, personable and comfortable with public speaking is necessary.
- The Programming & Collections Assistant will be supervised by the Museum Manager. Since Roedde House has a fairly small office, there will be a significant amount of direct supervision and collaboration, but there will be opportunities to work alone and a wisely exercised independent streak will be encouraged.

### Qualifications

- Ideal level of education: Post-secondary.
- Fields of studies: Museum studies, history, art history, culture heritage studies, and communications.
- Fluency in English and French an asset.
- Additional languages welcome but not mandatory.
- Ability to multi-task efficiently and cooperate within a small team is a must.
- Experience with the following is an asset: Microsoft Office, social media (Facebook, Twitter, Instagram), Wordpress.

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This position is dependent on the funding from the Young Canada Works (YCW) wage subsidy program.

### Eligible student participants must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Please submit a cover letter and CV to the attention of Museum Manager Sara Hepper at [manager@roeddehouse.org](mailto:manager@roeddehouse.org) by May 1<sup>st</sup>, 2023.