



WHITE ROCK  
MUSEUM & ARCHIVES

## **Volunteer Posting: Collections Assistant**

**Are you passionate about museum artifact collections, and can demonstrate knowledge of contemporary museum practices?**

The White Rock Museum is offering an ongoing volunteer internship for a student obtaining a degree in museum studies, art history, Aboriginal studies, and/or a related discipline. This position is designed to provide unpaid work experience with a 7000 artifact collection in a community-based cultural institution.

You will assist the curator with completing an inventory of the museum's artifact collection. We are looking with an Intern with superior written and oral communication skills in English, and a natural and proven ability with attention to detail and organization.

The Intern will ideally have some post-secondary training or previous experience in a museum, archival and/or artefact handling and/or database use.

### **The benefits you'll receive as a White Rock Museum Intern:**

- Experience learning how to care for artifact collections, and complete an inventory, including
  - Learning about cleaning and storing artifacts.
  - Labelling artifacts and the accession process.
- Learning how to digitize artifacts to museum standards.
- Understanding how to update artifact records into a Past Perfect database and keep artifact records (standard program in many small museums).
- Experience with research related to community history and artifact history.
- Being part of a small dedicated team.

### **What the Museum will gain by hosting you:**

- Take advantage of the skills and enthusiasm of young adults in our community.
- An ability to continue our inventory process, which is a lengthy but essential activity for our museum.

### **The fine print:**

We ask that all volunteers are available for one 7 hour shift per week at the museum on Tuesdays, Wednesdays or Thursdays, and can commit to a minimum of 4 months initially.

Please submit your resume and cover letter to Kate Petrusa [curator@whiterockmuseum.ca](mailto:curator@whiterockmuseum.ca). For further details, please call 604 541-2230.

[www.whiterockmuseum.ca](http://www.whiterockmuseum.ca)

14970 Marine Drive, White Rock, BC V4B 1C4