

Volunteer Opportunity

Archives Assistant

Vancouver Police Museum

The Vancouver Police Museum is operated by the Vancouver Police Historical Society, a non-profit society and registered charity. The mandate of the museum is to foster interest in the history of the Vancouver Police Department and to deliver educational programs that focus on crime prevention and the science of contemporary police work.

Working under the supervision of the Executive Director and Assistant Curator, the successful candidates will be responsible for:

- Accessioning the museum's photograph collection
- Processing incoming photograph donations
- Maintaining the photograph database
- Scanning and storing each photograph

Qualifications

- Interest in archival work, photography and/or heritage preservation
- Archival research experience an asset
- Computer literacy, including Microsoft Word, Excel and Access
- Fluency in English is required

Volunteers will be asked to commit a minimum of 4 hours a week and must be available to volunteer during the museum's open hours: Monday-Saturday 9:00AM-5:00PM.

For more information or to apply, please contact:

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