

Volunteer Opportunity

Collections 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 the Assistant Curator, the successful candidates will be involved in some (or all) of the following projects:

- Digitizing (photographing) the museum's artifact collection
- Updating the museum's collection database
- Assisting with a collection inventory
- Historical research relating to current and future exhibits

Qualifications

- An interest in and/or knowledge of local history, policing, museum studies, archival work or other related field
- Excellent research, communications and interpersonal skills
- 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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