



Student Position: Archives Assistant

Job Type: Summer Student, 40 hrs/wk

Location: Rosland, BC

Salary: \$15-16/hour

Start Date: Early May

End Date: September 5th

Closing Date: April 1st, 2020

This position is subject to funding approval and all candidates must meet [Young Canada Works eligibility requirements](#).

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rosland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

Job Description:

We have a number of projects for a Digital Archives Assistant, Community Archives Assistant, and/or a Research Assistant. The Archives Assistant(s) will work with the Researcher, Collections Manager, and trained archives volunteers to focus on some of the key projects that must be completed in the archives, including:

- Contribution to website and digital community engagement efforts (updating articles; submitting new items)
- Inventory Audio/Video collection and prioritize preservation/digitization needs
- Assist in coordinating an ongoing oral history project, including procedure and form review/development
- Continue fonds development and update finding aids and Memory BC
- Continue research and partnership development for the indigenous history of our region, including a petroform display, a Sinixt history rotating display, and a programming outreach kit

Along with these specific projects, the student will also manage public research requests, incoming archival donations, and further internal research requests for our programming, promotions, and publications. The language of work is English.

The following are **essential** qualifications to the job:

- Archival, Library, Museum, or History studies, or related fields.
- Familiar with the Rules for Archival Description and current archival preservation methods
- Must be organized, detail-oriented, self-motivated, and have excellent time management and problem solving skills
- Excellent research/sourcing skills and the ability to multi-task while maintaining accuracy under pressure
- Excellent English verbal and written communication skills
- Passion for education and history and working with people of all ages and backgrounds
- Must be legally entitled to work in Canada

The following are **desired** qualifications to the job:

- Experience in web design, audio/video editing, and/or oral history experience
- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rosland's history or at least BC History
- Current First Aid certificate and RCMP Security Clearance may be required

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.

For more information about this position, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.