



Student Position: Collections 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 subject to funding approval and 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:

The Collections Assistant will work on a number of key projects in partnership with the Collections Manager and trained volunteers to ensure our collection is well managed, documented, and cared for. This includes ongoing collections management such as intake processing, condition reporting, inventory, and database entry. In addition to working in the collection storage, the student will assist with ongoing updates to our permanent exhibitions and the updates and interactive developments required in the outdoor/upper level exhibition spaces. The student will also assist with the research and digitization required for the growing public accessibility of the collection.

All staff assist in the general operation and maintenance of the museum, archives, visitor centre, and discovery centre, including assisting with major events and programming.

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

- Full-time post-secondary student in Museum, Archival, Library, or History studies, or related fields
- Excellent English verbal and written communication skills
- Excellent computer skills (incl. Microsoft Office/Google Docs, Squarespace, Dropbox)
- Should be very well organized, detail-oriented, and able to problem solve
- Excellent public speaking abilities
- A passion for history and education

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

- Experience working as or directly with a project manager
- Experience in or with the tourism and/or cultural sector
- Interest in and experience in photography (of still objects)
- Knowledge of Rosland or West Kootenay history
- Passion for skiing/winter sports and/or mining/railway history
- Current First Aid certificate

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.