



Internship Position: Collections Assistant

Job Type: Seasonal, up to 40 hrs/wk

Location: Rossland, BC

Salary: \$15-17/hour DOE

Start Date: Immediately

End Date: March 31st, 2020

Closing Date: Until Filled

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

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rossland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland 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 archives, 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:

This position 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 throughout the exhibition spaces. The student will also assist with the research and digitization required for the growing public accessibility of the collection.

2020-21 Projects include:

- Assist collections manager and volunteers in the continuation of the database/cataloguing project including completing catalogue worksheets, photographing artifacts, and data entry
- Assist in permanent collection inventory
- Assist in the reorganization of collection storage rooms (upper and lower)

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:

- Recent Post-Secondary graduate in Museum, Archival, Library, or History studies, or related fields
- Must meet [Young Canada Works eligibility requirements for recent graduates](#)
- Excellent English verbal and written communication skills
- Excellent computer skills (incl. Microsoft Office/Google Docs, Squarespace, Dropbox/Google Drive)
- 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:

- Customer service experience
- 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 Rossland or West Kootenay history
- Passion for skiing/winter sports and/or mining/railway 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.