



## Student Position: Research Assistant

**Job Type:** Seasonal, 40 hrs/wk (part-time is possible)

**Location:** Rossland, BC

**Salary:** \$15.5-17/hour

**Start Date:** Immediately

**End Date:** 16-32 weeks depending on full or part-time

**Closing Date:** July 2<sup>nd</sup>, 2021

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

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:

The Research Assistant will work with the archives staff and volunteers to focus on some of the key research projects that must be completed for upcoming displays, exhibitions, and events, including:

- Continue research and partnership development for the indigenous history of our region, including a petroform display, a Sinixt oral history audio station, a traditional names map, and an updated programming outreach kit
- Developing content for online posts associated with new outdoor signage and existing audio/visual content
- New interpretive panels on key historical characters of Rossland, including associated online content development (i.e. blog posts for each person)
- Assist in coordinating an ongoing oral history project, including procedure and form review/development

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

- Post-secondary student in Archival, Library, Museum, History/Heritage 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

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

- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rossland'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](mailto: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](mailto:museumdirector@rosslandmuseum.ca) or call (250) 362-7722.