



Archives Intern

Job Type: 6-8 month Contract, 40 hours/week

Location: On-site, Rossland, BC

Salary: \$17 - 19/hour

Earliest Start Date: August 1st, 2023

Latest End Date: March 31st, 2024

Closing Date: Until Filled

This position is dependent on funding announcements and requires candidates to meet [Young Canada Works Graduate eligibility](#)

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

Job Description:

The Archives Intern will work with the Collections Manager, Research Manager, and trained archives staff and volunteers to focus on some of the key projects that must be completed in the archives, including ongoing digitization, re-housing, processing, public accessibility, and partnership development.

Along with specific projects, they will also manage public research requests, incoming archival donations, and further internal research requests for our programming, promotions, and publications.

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 for the job:

- College/university graduate in Archival, Library, Museum, History studies, or related fields.
- Familiar with the Rules for Archival Description and current archival preservation/storage 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 multitask 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 for the job:

- Experience in museum databases like PastPerfect
- Experience in processes of digitization including Photoshop
- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rossland's history or BC History
- Current First Aid certificate and RCMP Security Clearance may be required

All applicants must meet YCW-BCH eligibility criteria. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible

minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply.

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 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide at least two professional references.

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