



Collections Coordinator

Job Type: 6-9 month contract, 40 hours/week

Location: On-site, Rosland, BC

Salary: \$18.50 - 20/hour, DOE

Earliest Start Date: July 2, 2024

End Date: March 31, 2025

Closing Date: May 15th or Until Filled

This position is funding dependent and may require candidates to meet [Young Canada Works eligibility](#)

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and surrounding areas. We do this with comprehensive indoor and outdoor displays of 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 year.

Job Description:

The Collections Coordinator will work on several 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. Some of the major projects during their term will include assisting in the rehousing of our geology and large textile collections and helping plan and present collections workshops. They will also assist with the continued emergency preparedness planning and training.

In addition to working in the collection storage, during their job term, the Collections Coordinator will assist with ongoing updates to our permanent exhibitions and outreach exhibit program. They will also assist with the research and digitization required for expanding the public accessibility of the collection, including the Autonomous Sinixt repository.

We are in the planning stages of a major capital improvement project that will include doubling the collection storage space and renovating permanent exhibitions within the main museum building. This internship will assist the Collections Manager in the planning stage and necessary preparations so we are ready to pack, store, and then re-house the impacted collections and displays.

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:

- Recent graduate in Museum, History, Archival, Library, or related fields
- Excellent English verbal and written communication skills
- Excellent computer skills (incl. word processing, spreadsheets, Squarespace, file management, etc.)
- Should be very well organized, detail-oriented, and able to problem-solve
- A passion for history and education
- Must be legally entitled to work in Canada

The following are **desired assets** for the job:

- Creativity and enthusiasm
- Interest/experience with geological collections,
- Experience working as or directly with a project manager

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Collections Coordinator - V-1

- Excellent public speaking abilities
- Experience in or with the tourism and/or cultural sector
- Experience with PastPerfect
- Knowledge of Rossland or West Kootenay history
- Current First Aid certificate

This role is not able to be fulfilled remotely. 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. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at hire@rosslandmuseum.ca or call (250) 362-7722.

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 hire@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.