



Museum Technology Assistant

Job Type: Seasonal (4 months), 40 hrs/week

Location: On-site, Rosland, BC

Salary: \$17.50 - 19/hour (DOE)

Earliest Start Date: May 1, 2024

End Date: August 31, 2024 (up to 640 hours)

Closing Date: April 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 area. We do this with comprehensive indoor and outdoor displays of Rosland'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 Museum Technology Assistant will support technology upgrades and maintenance for the general operation and various departmental needs, including digitization, public accessibility, audio/visual content development and editing, and more. A main priority this year is developing a long-term solution/process for editing various audio/visual content for public access and online engagement and in preparation for upcoming exhibitions. This will include developing procedures and supporting volunteer engagement/training for certain areas (e.g. tag words, caption or alt text development, etc.). This role will also support our marketing and promotional efforts with content development, graphic design, and template creation. Other areas of our operation have technology components that the student can focus on as time permits and if there is interest - for example, developing a smoother registration process and survey analysis for public programs or database management and data entry for the collections or archival departments.

All staff assist in the daily opening, operating, and closing procedures associated with Museum operations.

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

- Post-secondary education: Information Technology, Marketing, Sciences, Business Administration, or related fields
- Excellent English verbal and written communication skills
- Excellent computer/technology skills (incl. Google Suite, Squarespace, Basecamp, Social Media), including audio/visual editing/production experience
- Excellent interpersonal and public speaking skills, including customer service experience and problem-solving skills
- Excellent organizational skills, planning experience, and a passion for education and history

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

- Creativity, enthusiasm, and a love of learning
- Experience in or with the tourism and/or cultural sector
- Knowledge of Rosland or West Kootenay history
- Current first aid/CPR 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

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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 [hiring@rosslandmuseum.ca](mailto: hiring@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 [hiring@rosslandmuseum.ca](mailto: hiring@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.