



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Collections Assistant

Term: May 10th – August 27th, 2020

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$17/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The Collections Assistant will report to the Curator and Collections Manager. The role of the Collections Assistant is to aid in the organization and documentation of the museum's collection. The Collections Assistant will work primarily with the museum's palaeontology collection and knowledge of and interest in fossil material would be considered an asset. Must have an elementary understanding of collections management and best practices. The Collections Assistant may also have the opportunity to participate in fieldwork activities.

This is a Young Canada Works position. Candidates must be enrolled in the YCW program. Start date subject to funding approval.

Responsibilities:

- Perform photography and data entry activities to populate new digital collections database with previously accessioned objects.
- Develop a process and checklist in collaboration with the Curator/Collections Manager to ensure all previously recorded data is available and is transferred accurately to the electronic database.
- Develop a photography process to ensure photographs are attached to the correct database entries.
- Develop a system of identifying, recording, and flagging anomalies such as accessioned objects/specimens with missing paperwork or incomplete information.
- Conducting a physical inspection of the specimen, including taking/confirming measurements, noting any changes in appearance as compared to written record.
- Photographing specimens.
- Create a database record of the specimen with information provided including, but not limited to accession number, catalogue or field number, location within collection (drawer, cabinet, room), photographs, measurements, descriptions, GPS location, formation, rock type, specimen type, age, donor information, research, and any other associated records and information.

- Aid in accessioning new collections material if available.
- Preparing collection items for storage
- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Curator and Collections Manager or Executive Director.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Registration as a candidate with the Young Canada Works Summer Jobs Program.
- Enrollment in a related field of study: palaeontology, geology, museum studies.
- Strong computer literacy, with proficiency in database software as well as Microsoft Word and Excel.
- Understanding best practices associated with collections management.
- Being meticulous and detail oriented.
- Be able bodied and capable of lifting and carrying rocks, fossils and equipment that may weigh more than 20 kg (44 lb) across rough and uneven ground.
- Outdoor work or recreational experience would be advantageous. First aid certification would be considered an asset.
- Photographic skills would be considered an asset.
- Applicants must have a clear criminal record check prior to employment and be legally entitled to work in Canada.

Position is dependent on approved funding.

The Tumbler Ridge Museum Foundation adheres to all Public Health Orders and has a COVID-19 operating policy. All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

Short term furnished rental accommodation is available within Tumbler Ridge at competitive rates.

Please send your resume and cover letter to curator@trmf.ca with the title “TRMF – Collections Assistant”.

The TRMF is an equal opportunity employer. We appreciate all applications; however, only short-listed candidates will be contacted.