

Job Posting: Collections Assistant

Are you passionate about museums, exhibits, and artifact collections, and can demonstrate knowledge of current museum practices?

The White Rock Museum & Archives is offering an 8-week paid position for a candidate who is obtaining a degree in museum education, anthropology, art education, First Nations Studies, and/or a related discipline. This position is designed to provide work experience in a community-based cultural institution.

The successful candidate will assist the curator with further developing and caring for the museum's artifact collection and may assist in the preparation and installation of museum exhibits. In particular, the candidate will assist with:

- Handling and moving historic artifacts
- Learning how to use and update museum collections software (Past Perfect)
- Photographing and digitizing artifacts to museum standards, using Adobe Photoshop
- Conduct research related to updating collection records and in the preparation of planned exhibits
- Assist with inventorying and organizing our artifact collection

The successful candidate possesses excellent written and oral communication skills in English and has a proven ability to conduct research and to be organized.

S/he has an interest and enthusiasm for museum collections, and an attention to detail. S/he has ability to follow instructions, take initiative, and work both independently and as part of a team. S/he will be comfortable working off-site, in a cool, dusty environment, and moving heavy objects. The ideal candidate will have some post-secondary training in a related field (history, anthropology, archaeology, or museum studies). Previous experience in a museum, archival and/or cultural tourism environment involving public interaction, artefact handling and/or database use would be an asset.

White Rock Museum & Archives is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities, and people with disabilities to apply.

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must meet the following eligibility requirements to be considered:

- a) Be between 15 and 30 years of age at the start of employment
- b) Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- c) And legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)

\$16.00 per hour + 4% vacation pay

35 hours regular work week

Deadline for Application: May 24, 2021 Proposed Start Date: June 14 or 21, 2021.

Please apply in writing with a resume and cover letter by email to: [director@whiterockmuseum.ca](mailto:director@whiterockmuseum.ca). Please note, only those applicants selected for interviews will be contacted.