



# Assistant Museum Administrator

## Summer Job Posting

### Golden & District Historical Society

#### About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story.

#### Purpose

The Assistant Museum Administrator is passionate about community run organizations, enjoys collaboration, and has an interest in history.

Answering to the Executive Director, the purpose of this position is to assist in the day-to-day running of the Golden Museum and Archives. The Golden Museum offers a diverse set of daily tasks that guarantees there will be no monotony during work days. This position offers a variety of projects, and has the flexibility to cater to the successful applicant's interests and expertise. Because the needs of the museum change on a regular basis, this position is best suited for someone with experience in administration that is capable of adapting to meet shifting needs and can work independently.

#### Skills & Attributes for Success

- Highly organized
- Flexibility – you can adapt to contribute to different projects
- Strong interpersonal and communication skills
- Ability to work independently or within a group setting
- Eagerness to learn and improve upon skills
- Being a People Person is an asset
- A passion for history is an asset

#### Responsibilities

1. Provide support for the day-to-day operations of the Golden Museum and Archives
  - Opening and closing the museum
  - Operating independently on certain days
  - Greeting visitors
  - Gift shop tasks, including handling the PoS system and inventory
  - Administrative tasks, including answering phones, checking emails, etc
  - Artifact care, including accessioning, digitization, and collection management

2. Provide support in planning and running Museum Events
  - Collaborating with local community organizations
  - Contacting suppliers
  - Offering support during the events, if events happen during time of employment
3. Provide support to the Summer Camp program
  - Help supervise field trips if necessary
  - Emergency coverage for sick days
  - Additional support if needed
4. Special interest project
  - Explore opportunities at the museum
  - Identify a possible project based on personal interests
  - With help of the executive director, develop, execute, and complete the proposed project

## Working Environment

- This position reports to the Executive Director
- Work will happen in both a team setting and independently, sometimes working alone for extended periods of time
- This job includes sitting for extended periods of times, as well as lifting items under 50 lbs, walking, bending, and standing
- Interacting with visitors
- Diverse workload that will change from day-to-day
- Set hours, to be agreed upon, with at least one weekend day a week to be worked.
- The main workspace will be the Golden Museum and Archives, but may require work offsite.

## What We Offer

- \$18-19/hour, 35 hours a week plus 4% vacation pay
- 12 weeks of employment, starting May 30<sup>th</sup> and finishing August 21
- Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

## Application Deadline: May 20<sup>th</sup>, 2022

**Please note:** This is a Canada Summer Jobs funded position. All applicants must meet the requirements of the funder. Information regarding eligibility can be found at on the Canada Summer Jobs [website](#).

**A Vulnerable Sector Police Reference Check is required.**