REVELSTOKE RAILWAY MUSEUM

REVELSTOKE HERITAGE RAILWAY SOCIETY

JOB POSTING

Collections Assistant

Location: Revelstoke, BC
Term: June 5 to August 25, 2023 (12 weeks, subject to funding approval)
Working Hours: Full-Time (35 hours per week)
Hourly wage: $18.00/hour
Number of Positions: 2

The Revelstoke Railway Museum is looking for 2 Collections Assistants to join the museum's team. Opened in 1993, the museum is known as one of Canada's best small railway museums, playing a valuable role in collecting, preserving, and interpreting Canada's mountain railway stories.

Position Summary:
The Collections Assistants will be assisting the curator with the management of the museum's artifact and archival collections. Students will have the opportunity to select projects from the museum's "job jar" that best match their interests, studies, and career goals. In this way, students will be able to maximize their skills development.

Available student projects include:

- Accessioning the Ferrier Collection, which consists of over 950 large rolled documents (blueprints, diagrams, scale models, etc.)

- Digitizing the photograph collection

- Digitizing the archival collection

- Completing an inventory of the off-site Station Storage facility

- Moving artifacts to the off-site, climate-controlled Station Storage

- Accessioning of new donations

- Creating an inventory of exhibits and their contents in PastPerfect

- Conducting research for upcoming exhibits and assisting with writing and editing content, displaying artifacts, and designing exhibit panels

- Developing an education program to accompany our exhibit "Revelstoke Is A Railway Town", launched in 2022, the contains strong curriculum links for at least 2 grade levels

- Implementing the Silver Storage Plan developed in 2022 and storing the silver artifacts collection

This is a Young Canada Works (YCW) position and candidates must be enrolled in the YCW program. This position is subject to funding approval.

Key Responsibilities:
The students will:

- Learn the mission and mandate of the Revelstoke Railway Museum, and become familiar with the museum's collection and collecting practices

- Learn how to use PastPerfect to create digital catalogue records for objects, archives, and photographs

- Learn museum standards and practices

- Create accession and object records for new donations

- Update existing records to create a more robust digital database and bring records up to current museum standards

- Create digital records for artifacts that have previously only been catalogued in Excel sheets and on paper forms

- Link existing objects in PastPerfect database to donors and accession numbers

- Properly store objects in accordance to museum standards

- Assign storage locations using the digital database

- Use critical thinking skills to determine the most appropriate storage locations for a variety of objects

- Conduct research on potential exhibit topics as assigned by the curator

- Write, edit, and design exhibit content

- Research the BC curriculum and develop educational programming content for the existing "Revelstoke Is A Railway Town" exhibit that directly links to the BC curriculum

Other tasks as needed may include:

- Research related to events, people, places, etc. as related to objects and/or donors

- Write-ups of specific objects for social media

Students will be given the opportunity to tailor their work experience by selecting jobs from the museum's list of ongoing collections projects. In addition, during week 1 orientation and discussions the curator will discuss other possible experiences and areas of learning that are specific to the student's interests.

Qualifications:
The ideal candidate is a post-secondary student with an interest in museums and/or history. Areas of study may include: history, museum studies, archival management, library sciences, anthropology, social sciences, archaeology, English, and/or education.

The candidate should have above average computer skills, and be adept at written and verbal communication, critical thinking, and organization. Experience with Microsoft and Adobe Suites is considered an asset. The ideal candidate will be able to demonstrate critical thinking and organizational skills, and will have a strong attention to detail.

The museum is a shared workspace, and candidates must be able to work both independently and in a team environment. Candidates must also be willing to follow any COVID protocols in place at the museum.

All candidates must prove eligibility under the YCW program criteria prior to the interview process.

The Revelstoke Railway Museum is an equal-opportunity employer. Students from the Government of Canada's job equity groups are encouraged to apply and will be given due consideration.

How To Apply:
Applicants should email a resume and cover letter to Laura VanZant at curator.railway@telus.net with the subject line "Collections Assistant Application" by May 1st, 2023.

Interviews will be conducted over Zoom. All candidates selected for an interview will be required to provide 3 references.

This is an excellent opportunity to build marketable skills in a region known for its quality of life and recreational opportunities. Revelstoke is a welcoming community with a population of about 7,500 along the Columbia River in the beautiful setting of the Selkirk and Monashee Mountains. Revelstoke is an important tourism destination for culture, heritage and summer and winter recreation. The city has three public museums and an art gallery, and boasts world-class mountain biking, hiking and climbing, Nordic and downhill skiing, heli-skiing, and snowmobiling. Revelstoke also has two National Parks just outside of the city limits: Mount Revelstoke National Park and Glacier National Park, as well as several hot springs within short driving distance. For more information about Revelstoke, visit seerevelstoke.com