



Assistant Collections Management and 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 Collections Management and Museum Administrator (ACMMA) is passionate about community run organizations, enjoys collaboration, and has an interest in history.

Answering to the Executive Director (ED), the ACMMA assists in the day-to-day running of the Golden Museum and Archives, with a heavy focus on Collections Management for both archival and physical collections. This position offers a variety of projects, and has the flexibility to cater to the successful applicant's interests and expertise. Because of 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
- An interesting in Gardening 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
 - Supporting other museum staff in their duties, if necessary, including events.
 - Minor groundskeeping and gardening duties
2. Collections Management and Care
 - Handling all collection items with care

- Ensuring items on display are clean
 - Accessioning new items, or non-accessioned items, following the accession guidelines
 - Ensuring that all artifacts handled or accessioned are properly data entered into Past Perfect
3. Special interest project
- Explore opportunities at the museum
 - Identify a possible project based on personal interests
 - With help of the ED, develop, execute, and complete the proposed project
 - Past projects include Photo Digitization, Exhibit research and Creation
4. Provide support to the Summer Camp program
- Help supervise field trips if necessary
 - Emergency coverage for sick days
 - Additional support if needed

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

- \$22/hour, 35 hours a week plus 4% vacation pay
- 12 weeks of employment, starting May 29th and finishing August 18th
- Paid Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

Application Deadline: April 28th, 2023

Please note: This position is dependant on Canada Summer Jobs Funding. All applicants must meet the eligibility requirements of the funder, found on their [website](#).

A Vulnerable Sector Police Reference Check is required.

Please apply with a cover letter and resume.

Applications can be submitted to Brittany Newman at museum.golden@gmail.com or be dropped off in person at the Golden Museum, 1302 11th Avenue South, Golden BC, V0A 1H0.