



Archives Assistant

Young Canada Works position

14 weeks, full time summer position, Tuesday - Saturday

Start Date: May 23, 2023

\$18/hour

Job Description

Nelson Museum, Archives & Gallery, a regional museum, archives, gallery and historical site, in beautiful Nelson, BC seeks a qualified Archives Assistant to join our dedicated team. The Assistant, funded by the Young Canada Works program, will gain valuable skills in the museum and gallery sector and will be better equipped to work in any museum, archives or gallery in BC or Canada.

The Assistant will support the work of Jean-Philippe Stienne, Archivist and Collections Manager at the Nelson Museum, Archives & Gallery, in the archival digitization project and supporting to enact the Reconciliation Framework for Canadian Archives.

Job Requirements

1. Meet all Young Canada Works [eligibility requirements](#).
2. Minimum of one year of post-secondary academic education with a proven interest in history, anthropology, museums, etc.
3. Good computer skills, familiarity with digital photography and audio-visual equipment an asset.
4. Ability to consistently perform delicate and detailed tasks at a high level.
5. Project management and customer service skills an asset.

Deadline for applications: April 28, 2023; 5pm

Submit your cover letter, résumé and references to:

Jean-Philippe Stienne, Archivist & Collections Manager

collections@nelsonmuseum.ca