**Location:** Revelstoke, BC

**Term:** September 5th, 2023 to March 29th, 2024

**Working Hours:** Full-Time (35 hours per week)

**Hourly wage:** $21/hour

The Revelstoke Railway Museum is looking for an Archival Assistant 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. Its collection exceeds 6,500 three-dimensional artifacts, 7,500 archival objects, 13,000 photographs, and 17 locomotives and cars.

**Project Summary:**

The Archival Assistant will be continuing the museum’s long-term Archival Reaccessioning Project, which aims to create digital catalogue records for all existing archival material in the collection. The intern will focus on material donated between 2001 and 2007, encompassing approximately 1200 items.

**Key Responsibilites:**

The Archival Assistant will be entering archival records into the Museum’s PastPerfect database. This will require: entering accession numbers, entering fonds numbers, creating new records, scanning and/or photographing, writing physical descriptions, assessing condition, object numbering, and storage. The Assistant will also be required to properly handle archival material (i.e. wearing gloves and using carts for transportation).

The Assistant will also have the opportunity to assist the curator with exhibits and exhibit development, and management of the objects collection. These tasks are supplementary to their learning and experience working with the archival collection.

**Qualifications:**

The ideal candidate is a graduate of a Museum Studies or Archival Management program. Applicants with an education in History, Archaeology, Anthropology, English, Library Sciences, and Public History will also be considered.

Candidates will need strong written and verbal communications skills, as well as basic computer skills. Experience with Microsoft and Adobe Suite 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 “Archival Assistant Application” by August 1st, 2023.

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

**About Revelstoke:**

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