



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Collections Assistant

Term: May 22nd – August 25th, 2025

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$19.50/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 500 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The Collections Assistant will report to the Collections Manager. The role of the Collections Assistant is to aid in the organization and documentation of the museum's collection. The Collections Assistant will work primarily with the museum's palaeontology collection and knowledge of and interest in fossil material would be considered an asset. Must have an elementary understanding of collections management and best practices. The Collections Assistant may also have the opportunity to participate in fieldwork activities.

This is a Young Canada Works position. Candidates must be:

- enrolled in the YCW program.
- between 16 and 30 years of age at the start of employment,
- be a Canadian citizen, permanent resident, or a person to whom refugee protection had been conferred under the *Immigration and Refugee Protection Act* for the duration of employment, and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.
- have registered as a high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and
- intend to return to studies during or after the YCW work assignment

Responsibilities:

- Photographing specimens.
- Conduct physical inspection of the specimens when photographing and note any changes in appearance as compared to written record.
- Relabel specimens as necessary.
- Edit and upload photographs to corresponding digital specimen record.

- Assist with assembling storage boxes.
- Review database records to ensure data has been imported correctly.
- Edit data where required.
- Print database records, match with paper records in master files.
- Scan handwritten records and link to database records.
- Create a database record of new specimens with information provided including, but not limited to accession number, catalogue or field number, location within collection (drawer, cabinet, room), photographs, measurements, descriptions, GPS location, formation, rock type, specimen type, age, donor information, research, and any other associated records and information.
- Identify and record anomalies and missing information or records.
- Report to the Collections Manager on weekly or as needed basis, to discuss progress, findings, and setbacks.
- Create and maintain detailed records of findings.
- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Collections Manager or Executive Director.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Registration as a candidate with the Young Canada Works Summer Jobs Program.
- Enrollment in a related field of study: palaeontology, geology, museum studies.
- Strong computer literacy, with proficiency in database software as well as Microsoft Word and Excel.
- Proven experience using digital camera equipment (DSLR/Mirrorless).
- Understanding best practices associated with collections management.
- Being meticulous and detail oriented.
- Be able bodied and capable of lifting and carrying rocks, fossils and equipment that may weigh more than 20 kg (44 lb) across rough and uneven ground.
- Outdoor work or recreational experience would be advantageous.
- First aid certification would be considered an asset.
- Applicants must have a clear criminal record check prior to employment and be legally entitled to work in Canada.

Please send your resume and cover letter to manager@trmf.ca with the title “TRMF – Collections Assistant”.

The position is dependent on Young Canada Works funding approval.

The Tumbler Ridge Museum recognizes that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.