



Collections Assistant

Job Type: Seasonal (4 months), 40 hours / week

Location: On-site, Rosland, BC

Salary: \$17.50 - 19/hour

Earliest Start Date: May 1, 2024

End Date: August 31, 2024 (up to 640 hours)

Closing Date: April 15th or Until Filled

This position is funding dependent and may require candidates to meet Canada Summer Jobs or [Young Canada Works eligibility](#)

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and area. We do this with comprehensive indoor and outdoor displays of Rosland's industrial and social history, with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Collections Assistant will work on many key projects in partnership with the Collections Manager and trained volunteers to ensure our collection is well managed, documented, and cared for. The main projects for the summer are completing an inventory of our collection, with a focus on our geological specimens. Tasks associated with this project are assisting with cataloguing and photographing the collection, as well as helping rehouse the collection in our main collections storage room. They will also help coordinate our "Ask a Geologist" presentation series with our Geology Club. In addition to working in the collection storage, the student will assist with ongoing updates to our permanent exhibitions and curate an outreach exhibit to be displayed at one of our community partner's buildings. We have also begun to receive objects through our current MOU with the Autonomous Sinixt as a temporary repository for Sinixt objects and documentary heritage, and this role will support that work where collections management and preservation come in.

All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

The following are **essential** qualifications for the job:

- **Funding Dependent:** Post-secondary student in Museum, Geology, History studies, or related fields
- Excellent English verbal and written communication skills
- Excellent computer skills (incl. Microsoft Office/Google Docs, Squarespace, Google Drive)
- Should be very well organized, detail-oriented, and able to problem-solve
- A passion for history, geology, and education

The following are **desired assets** for the job:

- Creativity and enthusiasm
- Excellent public speaking abilities
- Interest in and experience in photography (of still objects)
- Experience with PastPerfect
- Knowledge of Rosland or West Kootenay history
- Current First Aid certificate

This role is not able to be fulfilled remotely. We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and

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We acknowledge that we live and work on unceded Sinixt tmx'wúla?x'w (homeland)

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persons of any sexual orientation or gender identity and expression to apply. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at hire@rosslandmuseum.ca or call (250) 362-7722.

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to hire@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.