

Job Posting: Summer Museum Assistant

(this position is dependent upon confirmation of grant funding)

The White Rock Museum & Archives is seeking a Summer Museum Assistant for the busy 2015 summer tourist season.

The White Rock Museum & Archives invites applications for the temporary position of Museum Assistant. This full-time position is funded in part by the Young Canada Works employment initiative. The successful candidate will assist in museum collections inventory, collections care, collections documentation, database work, archival description, research, gallery tours, admissions, visitor surveys, public programming, special events, and customer assistance in the Museum Shop. The Museum Assistant will work closely with the Museum Executive Director, Archives Manager, Collections & Exhibits Coordinator, Resource Development & Visitors Services Manager and Museum Shop Staff.

The successful candidate possesses superior written and oral communication skills in English, is detail oriented, is comfortable working in a fast paced, multi-faceted organization, and has enthusiasm for museums, collections, and working with the public. They will have the ability to follow instructions and work both independently and as part of a team.

The ideal candidate will have some post-secondary training in a related field (archaeology, history, anthropology, natural history, or museum studies). Previous experience in a museum, archival and/or cultural tourism environment involving public interaction, artefact handling and/or database use would be an asset.

Eligible candidates must be Canadian citizens or legally entitled to work in Canada, must be willing to commit to a work assignment lasting for 15 weeks, and must be willing to participate in the Young Canada Works program (details of eligibility available online).

\$12.00 per hour + 4% vacation pay

35 hours regular work week

Deadline For Application: May 5, 2015

Proposed Start Date: June 2, 2015

Proposed End Date: September 4, 2015

Please apply in writing with a resume and cover letter by email to whiterockoffice@telus.net or by mail to the address noted above. (Attn: Sharon Oldaker, Executive Director)

*Regretfully, only those applicants selected for interviews will be contacted.