



Job Opening: Archives Assistant

Job Type: Seasonal, Full-time

Location: Rossland, BC

Salary: \$11.50/hour

Start Date: May 1st, 2015

Closing Date: Until Filled

This position is subject to funding and only available to students who have been in full-time post-secondary studies and intend to return to full-time studies in the fall.

Job Description:

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rossland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland with a particular emphasis on the mining and skiing histories of the area. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

The Archival Assistant will begin a major (multi-year) project to bring our archives closer to current standards and practice according to the rules for archival description. The Archives consists of 5 rooms totaling approximately 1200 sq ft, and many different mediums from maps to newspapers to photographs covering the history of Rossland since the mid-1800s.

Beginning with some professional training and familiarization with the archives in its current state, the Archival Assistant will determine the work plan for the bigger project so it can easily be picked up from when their summer position has finished. Along with beginning phase one of the project, the student will also manage public research requests, incoming archival donations, and internal research requests for our programming, exhibitions, and publications.

The ideal candidate for this position will be currently attending post-secondary (or recently completed) in archival, library, or museum studies. They will have excellent research skills and an ability to multi-task while maintaining accuracy under pressure. They will possess the ability to work cooperatively as part of a dynamic team.

The following desired qualifications may be considered an asset for this position:

- Creativity and enthusiasm
- Excellent computer skills
- Experience working in or with the tourism and/or cultural sector
- Knowledge of Rossland's history
- Current First Aid certificate

For more information about this position or to submit your resume and cover letter clearly demonstrating how you meet the qualifications, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.

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