



The Canmore Museum & Geoscience Centre is seeking to fill the position of

Summer Collection's Assistant – Heritage

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- located in the Canadian Rockies, 20 minutes east of Banff and one hour west of Calgary, Alberta, the Canmore Museum & Geoscience Centre is eager to hire a full-time student as a Collections Assistant – Heritage
- the position is for 14 weeks, commencing May 16, 2016, ending August 19, 2016
- the wage is \$16.00/hour for a 37.5 hour work week
- **application deadline: Wednesday April 13, 2016**
- this summer student position will assist the Collections Manager in the care and documenting of the museum collections and will work under the supervision of the Collections Manager (or in her absence the Museum Director)
- the job is multi-faceted, and includes areas of care, preservation, organization, documentation and information management of artifacts, archival materials, maps, and historic photographs
- strong organizational skills and the ability to focus for long periods of time with a great attention to detail is required
- the applicant should be a student in a degree or diploma program concerned with Museum Studies and should be familiar with professional Canadian museum standards for collections
- experience with Word, Excel, and databases are required, working with photo editing software an asset, as is a general knowledge of and interest in western Canadian history
- fluency in English is required
- a driver's license is useful but not required
- the position is open to all equity groups except persons in a wheelchair as some of the collections storage areas are not wheelchair accessible
- this position is supported by Young Canada Works and is subject to the availability of funding (not yet confirmed at this time). Applicants must be legally entitled to work in Canada, be a Canadian citizen, permanent resident or have refugee status in Canada, have been enrolled as a full-time student in the 2015-2016 academic year and be intending to return to full-time studies in September 2016, be between the ages of 16 and 30, not have another full-time job, be willing to commit to the full duration of the 14 week project, and be willing to participate in an evaluation/assessment
- for further information about the position of Summer Collections Assistant – Heritage, please contact the Museum Director, 403-678-2462, director@cmags.org. Information about the Canmore Museum & Geoscience Centre can be found at www.cmags.org

TELLING THE STORIES OF OUR MOUNTAINS AND OUR COMMUNITIES TO YOU

Canmore Museum & Geoscience Centre (Centennial Museum Society of Canmore)
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