



Job Opening: Archives Assistant

Job Type: Seasonal, Full-time

Location: Rossland, BC

Salary: \$11-13/hour

Start Date: Mid-May

Closing Date: Until Filled

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

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. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine. 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.

Job Description:

The Archives Assistant will assist in 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. The Rossland Museum & Discovery Centre is undergoing a multi-phased revitalization project, with Phase I encompassing renovation of the Archives, offices, reading room, meeting room, washrooms, kitchen, etc. This Phase will happen over the course of the next year and a half and will require temporary removal of the entire archival collection (to other areas of the museum). Prior to construction, we require an inventory of the current collection, new storage materials, and a temporary storage plan in place. The Archives Assistant will help other staff and volunteers in completing these tasks.

The Archives Assistant will also manage public research requests, incoming archival donations, and internal research requests for our programming, exhibitions, and publications. Specifically, they will assist with research projects on the Old Glory Weather Station, local historical facts for proposed signage, history of local backcountry trail names, and commemorating the 100th anniversary of Canadian Women's Suffrage in partnership with other staff and various community organizations.

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

- Must be a full-time student in school in the spring of the same year and returning to full-time school in the fall of the same year
- Must be legally entitled to work in Canada
- Must be organized, detail-oriented, self-motivated, and have very good time management skills
- Archival, Library, Museum, or History studies, or related fields. Based on the specific field the student is in, the job tasks can be tailored to their career-goals (book conservation, archival organization, photo/film conservation, etc.).
- Excellent computer literacy skills (including use of Microsoft Office, Excel, Dropbox, etc.)
- Excellent English verbal and written communication skills
- Experience with research and problem solving
- Public speaking experience
- Must have excellent organizational skills, planning experience, and a passion for education and history

The following are **desired** qualifications to the job:

- Customer service experience
- Creativity, enthusiasm, and a love of learning
- Familiar with the Rules for Archival Description and current archival preservation methods
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rossland's history
- Current First Aid certificate and RCMP Security Clearance may be required

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications by e-mail (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.

For more information about this position or for a full job description, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.