

Job Posting: Summer Museum Assistant

The White Rock Museum & Archives is seeking a Summer Museum Assistant for the busy 2016 summer tourist season.

The White Rock Museum & Archives invites applications for the temporary position of Museum Assistant. This full-time summer position is funded in part by the Young Canada Works employment initiative. The successful candidate will assist in artifact collections, collections care, artifact collection digitization and database work, archival description, research, gallery and public walking tours, visitor surveys, public programming, special events, and customer assistance in the Museum Shop. Special projects this summer may involve assisting to create a new website for the Museum using Wordpress and building a new app for the collections iPad. Experience using Intuiface software program would be beneficial. The Museum Assistant will work closely with the Museum Executive Director, Archives Manager, Curator, 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. The candidate should be comfortable working with basic software programs and be a quick learner with new ones. 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) and/or a fine arts background and experience with design. 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 6, 2016

Proposed Start Date: May 4, 2016

Proposed End Date: September 2, 2016

Please apply in writing with a resume and cover letter by email to director@whiterockmuseum.ca or by mail to 14970 Marine Drive, White Rock, BC V4B 1C4. (Attn: Sharon Oldaker, Executive Director)

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