



Summer Employment Opportunity

Summer Assistant Needed



The Oliver and District Heritage Society is looking for a student enrolled in college or university to be a Summer Assistant for a 16 week position. This position is conditional upon the receipt of funding from the *Canada Summer Jobs* program.

Start date: As soon as possible

End Date: August 26, 2016

Salary: \$12.75 per hour, 35 hrs./wk. (includes some weekends)

Job Description:

The successful candidate, supported by the Collections Manager, will develop museological and archival skills through practical hands-on experience by performing daily tasks and working on special projects essential to the operation of a heritage organization, with an emphasis on collections, exhibits, and programs.

Job Duties include:

- Research and develop materials for exhibits and programs
- Docent work leading facility and walking tours
- Collections - cataloguing, inventorying, digital imaging, and conservation
- Data entry into ca collections management software database
- Perform customer and visitor services such as assisting with research requests

Qualifications:

The successful candidate will be a post-secondary program student currently enrolled in a Canadian Educational institution with an interest in history and heritage resources. Preference will be given to those enrolled in one of the following:

- Museum Studies
- Canadian History
- Information Management
- OR related field
- Archival Studies
- Heritage Resource Management
- Education

Museum or archive experience such as artifact handling, digital photography, and/or conservation experience is preferred but not required. Any of the following would be assets:

- basic office skills
- research skills
- visitor services experience
- docent experience
- experience with the collections management software, PastPerfect

- graphic design skills

A Summer Assistant will be a team player with the ability to work independently. The ideal candidate will be self-motivated, adaptable, have strong organization skills and attention to detail.

NOTE: This position is being funded by Canada Summer Jobs, therefore applicants must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act²; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit a cover letter and resume to Julianna Weisgarber, Collections Manager at info@oliverheritage.ca on or before Wednesday, May 18th.

We thank all applicants in advance; however, only those selected for an interview will be contacted.