

Collections Assistant (YCW)

The Old Log Church Museum (OLCM) is seeking a self-motivated, outgoing, and organized Collections Assistant. The successful candidate will have a strong interest in history and working with museum collections. Post-secondary full-time students studying in a related field such as museum studies, history, anthropology, archeology, First Nations studies, education, tourism, archival/records management, or office administration are preferred.

The primary responsibility of the Collections Assistant will be to assist the Executive Director in a number of collections-related tasks throughout the summer including environmental monitoring, integrated pest management, rehousing archival material and museum artifacts, delivering interpretive tours, and conducting gift shop sales. In addition, the Collections Assistant will work with the Heritage Interpreter and Museum Attendant in performing museum front-line duties including receiving visitors to the museum, collecting admission and orienting visitors, delivering interpretive tours, and conducting gift shop sales. The successful candidate will also work with other summer students to revise and update a self-guided tour as well as develop and deliver special events. This is a great opportunity to learn about Yukon history, make new connections, develop your skills, and gain valuable hands-on experience working with museum collections!

Please note this position is dependent on funding. Only successful candidates will be contacted.

Essential Qualifications

- Post-secondary student working towards a degree or diploma in a related field;
- Registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Between 15 and 30 years of age (inclusive) at the start of employment;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Ability to stand for extended periods of time and navigate stairs without difficulty.

Desired Knowledge and Skills

- Strong interest in history, especially Yukon history, as well as interest in working with museum collections;
- Studying in a related field including but not limited to museum studies, history, anthropology, archaeology, First Nations studies, education, tourism, archival/records management, or office administration;
- Strong organizational and time management skills;
- Attention to detail;
- Office administration and/or filing skills;
- Strong oral and written communication skills;
- Comfortable and willing to speak publicly;

- Ability to work independently and as a part of a team;
- Experience conducting research;
- Proficient in the use of computers including MS Office Word and Excel;
- Experience working with databases and Adobe Suite is considered an asset;
- Fluency in French, German, or another language is considered an asset;
- First Aid certification is considered an asset.

The Old Log Church Museum welcomes diversity and encourages applications from all qualified candidates including women, persons with disabilities, Aboriginal peoples and visible minorities.

Hours: 40 hours a week including one shift on weekends

Term: approximately 14-16 weeks (dependent on funding)

Rate: \$14/hr

Closing Date: April 3, 2017 at 5 pm PST

Anticipated Start Date: May 15, 2017

Apply by email with cover letter and résumé to:

Kaitlin Normandin

Executive Director

logchurch@klondiker.com

Subject: Collections Assistant application