



WHITE ROCK
MUSEUM & ARCHIVES

Job Posting: Museum Assistant

Are you passionate about museum studies and artifact collections, and can demonstrate knowledge of contemporary museum and Indigenous art practices?

The White Rock Museum is offering a 14-week paid position for a candidate who is a full-time student obtaining a degree in education, museum education, art education, Aboriginal education, and/or a related discipline. This position is designed to provide work experience in a community-based cultural institution.

The successful candidate will assist the curator with further developing and caring for the museum's artifact collection. In particular, the candidate will assist with

- Collections inventory and organization of the collection.
- The management of collection information and records.
- Working to improve the museum's documentation process.
- Complete some database work related to the inventory.
- Take the lead on photographing and digitizing artifacts to museum standards.
- Conduct research related to updating collection records.
- Cleaning and caring for the collection.

In addition to collections work, the successful candidate will assist with public programming on Canada and the Sea Festival weekend through the summer. S/he will assist with regular social media posting using our "Buzz Booth" to promote our summer exhibition, *Mosaics*, and customer assistance in the museum gift shop.

The successful candidate possesses superior written and oral communication skills in English, and has a natural and proven ability with details and organization.

S/he is comfortable working in a multi-faceted organization, and has an interest and enthusiasm for museum artifact collections, and working with the public to share these collections. S/he has 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 (history, anthropology, archaeology, or museum studies). Previous experience in a museum, archival and/or cultural tourism environment involving public interaction, artefact handling and/or database use would be an asset.

This position may be funded in part through Heritage Canada's Young Canada Works summer job program, and therefore applicants need to meet specific eligibility requirements including: are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible); are legally entitled to work in Canada; will be between 16 and 30 years of age at the start of employment; are willing to commit to the full duration of the work assignment; will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment; have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment; and intend to return to full-time studies in the semester following the YCW work assignment. To find out more, visit: <http://canada.pch.gc.ca/eng/1459433313024>.

\$12.00 per hour + 4% vacation pay

35 hours regular work week

Deadline For Application: May 7, 2017

Proposed Start Date: May 23, 2017

Proposed End Date: September 1, 2017

Please apply in writing with a resume and cover letter by email director@whiterockmuseum.ca.

Please note, only those applicants selected for interviews will be contacted.