

Collections Assistant

Young Canada Works position

Duration: 12 weeks

Tuesday - Saturday: June 6 - August 26, 2017

Job Description

The main objective of the Collection Assistant(s) is to assist the Society's Archivist & Collections Manager to prepare for moving the Society's artifact collection to a new storage location. In addition to collection related duties, the Collections Assistant will assist the Society's Curator and Assistant Archivist in producing virtual exhibitions. Program assistance related to the summer exhibit will also be required.

The Collections Assistant will provide logistical support for moving the artifact collection including packing, numbering, and staging artifacts as per the relocation plan. The virtual exhibition will require scanning and preparing photographs for virtual display. Programming related to the exhibit may also be developed and delivered.

The Collections Assistant will have the opportunity to learn about how collections are stored, conserved and managed. At the same time, and to broaden their work experience, the Collections Assistant will have the opportunity to conduct historical research for a Society exhibit and spend some time learning about museum programming.

Job Requirements

1. Minimum of one year of post-secondary academic education with a proven interest in history, English, anthropology, etc.
2. Good computer skills, familiarity with digital photography an asset.
3. Ability to consistently perform delicate and detailed tasks at a high level.
4. Project management and customer service skills an asset.

Deadline for applications: Friday May 26, 2017; 4pm

Submit your cover letter and résumé to:

Jean-Philippe Stienne, Archivist & Collections Manager

Collections@touchstonesnelson.ca