



## Job title: Museum Collections On-Line Accessibility Project Assistant

**Program stream:** Young Canada Works at Building Careers in Heritage - Internship

**Organization name:** The Wells Museum

**Job location:** Wells, British Columbia

**Length of assignment:** 2017-10-01 to 2018-03-31 (24 weeks)

**Hourly wage:** \$18.00

The Wells Historical Society requires an intern to assist with a large collections management project. The Wells Museum has an important collection of photographs, archival material, and artefacts dating to Wells' heyday as a thriving mining community during the Great Depression. The project will increase public accessibility to its collections through the development of a new website and a new collections management database. The role of the intern will be to work with the project team on all aspects of this project including – research and writing historical information for the website, editing and fact checking existing material, assisting with data transfer to the new website, and cataloging of priority items in the new system. The internship will provide the applicant with a good grounding in community museums.

The applicant must be 30 years or younger, have graduated from a post-secondary institution within the last 24 months, and be eligible to work in Canada.

### **The ideal candidate:**

- Will possess excellent knowledge of word processing and good research and communication skills
- Can work independently, take initiative and accept responsibility
- Has an enthusiastic and positive attitude to new situations
- Is interested in a career in the museum field
- Has an undergraduate or graduate degree in history, archaeology, anthropology, museum studies or related field
- May have worked in a museum as a summer job field

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*Applicants should apply via email sending a complete resume and references to Mandy Kilsby, Wells Historical Society at [mandy.kilsby@gmail.com](mailto:mandy.kilsby@gmail.com)*

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