

Collections Assistant

16 weeks, 35 hours per week

\$14.60/hour

This position is dependent on Young Canada Works funding.

Touchstones Nelson: Museum of Art and History is seeking two Collections Assistants (grant dependent) to assist the Museum's Archivist & Collections Manager with artifact collection re-organization, and final stages of reorganizing the collection in our new storage location. The Assistant(s) will support projects, such as the digitization of the Nelson Daily News, and research for the *Kootenay News* exhibition.

Job Requirements

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

Deadline for applications: Friday May 3, 2019.

Submit your cover letter, résumé and references to:

Jean-Philippe Stienne, Archivist & Collections Manager

Collections@touchstonesnelson.ca