

Position: Collections Coordinator (YCW)

Closing date: 23rd May 2019

****IMPORTANT INFORMATION ABOUT THIS POSITION****

This position is dependent on funding from the Government of Canada's Young Canada Works in Heritage Program, administered by the Canadian Museums Association (CMA). Thus, the successful candidate must meet the following criteria: ● legally entitled to work in Canada ● be a Canadian citizen, permanent resident, or have refugee status in Canada ● be between the ages of 16 and 30 ● have been a full-time student in the semester preceding ● intend to return to full-time studies in the semester following this position

Reports to: All senior staff

Overall responsibility: coordinate archives and artifact management and collection related projects

Term of employment: \$15.00/hr for 40 hrs/week – June 3rd 2019 to Aug 30th, 2019 (start date could change depending the availability of the candidate)

Location: Whistler, BC.

Key areas of responsibility:

- Accessioning, cataloging, record keeping and indexing archives and artifacts
- Completing small cataloging projects
- Assisting with collections storage including repackaging material
- Digitizing archival material
- Handling of research requests
- Perform visitor services and other administrative duties as required
- Assist in the implementation of some Museum programs as required

The successful applicant will possess the following skills and abilities

- Interest in history and/or museum studies
- Internally motivated and demonstrates initiative
- Reliable and professional work standards
- Excellent attention to detail
- Customer service skills
- Works cooperatively with others and is flexible
- Minimum of two years post-secondary education
- Computer literate
- Able to lift 30 pound boxes and work from a ladder

The following would be an asset but is not essential:

- Experience with Museum and/or archive principles, materials, methods and practices
- Knowledge of RAD
- Knowledge of Mac OS, File-Maker Pro and Adobe Photoshop, Premiere.

Resumes will be accepted until May 23rd, 2019. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted.

Please forward resumes with cover letters to: Mr. Brad Nichols at curator@whistlermuseum.org