



TOWN OF CLARESHOLM JOB POSTING TEMPORARY FULL-TIME COLLECTIONS ASSISTANT

Reports To:

Museum Collections & Visitor Experience Supervisor and Museum Executive Director

Job Summary

The Claresholm & District Museum is seeking a reliable, conscientious and motivated student, between 16 and 30 years old and returning to school in the fall, for the position of Collections Assistant. The Collections Assistant will work closely with the Collections & Visitor Experience Supervisor to reorganize and manage the museum's artifact storage areas. They will assist with inventorying parts of the collection while ensuring proper location tracking and storage practices. As part of their role, the Collections Assistant will receive training in the operation of Inmagic/DB Textworks software, the museum's collections database, to manage and update artifact records efficiently. Additionally, they will also help out with special events and assist the other staff as needed. They will have the responsibility of maintaining the cleanliness of the site to ensure a welcoming environment for all visitors. On occasion, the Collections Assistant will also have the opportunity to lead tours.

Employment duration: May 12th to August 29th, 2025.

Job Duties

- Provide excellent customer service to all visitors.
- Assist with display and collection changes and development
- Assist with all special events throughout the season
- Assist with cleaning of artifacts, buildings and washrooms
- Conduct tours of the museum as requested
- Conduct research where necessary
- Assist with cataloguing as requested
- All other duties as assigned

Qualifications

- Minimum grade 11.
- Interest in history, sociology or the Arts in general
- Experience in dealing with the public
- Experience using social media
- Ability to work alone and with a team

Core Competencies

- Flexible, methodical and punctual
- Excellent interpersonal skills
- Detail oriented
- Knowledge of history of Claresholm and Southern Alberta
- Excellent communication skills

Pay rate \$17.40/ hour – 37.5 hours per week.

Note: This position is partially funded by a grant from the Young Canada Works (YCW) Program. Applicants must fulfill the criteria of the Young Canada Works Program to be eligible for the position. Thus, candidates must be between 16 and 30 years of age at the start of employment, have been a fulltime student in the semester prior to the position and be intending to return to school fulltime in the semester following the position, and be a Canadian citizen, permanent resident or have refugee status. Applicants must be willing to commit to the full duration of the work assignment and not have another fulltime job (over 30 hours per week) while employed with YCW. To apply you need to be registered in the Young Canada Works online candidate inventory.

APPLICATION:

Please email cover letter and resume to:

lisa@claresholm.ca

Subject: **COLLECTIONS ASSISTANT**

OR

Mail to : Town of Claresholm

Attention: Lisa Chilton, Human Resources Administrator

Box 1000

111 – 55 Ave West

Claresholm, AB T0L 0T0

OR

Fax to: 403.625.3869

Deadline: March 28th, 2025 or until a suitable candidate is found