

Position: Museum Collections Assistant (YCW)

Closing date: April 25, 2025

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

Overall responsibility: Coordination of museum summer programs and marketing activities

Term of employment: \$20.50/hr for 40 hrs/week – May 13th 2025 to Aug 30th, 2025 (start date could change depending on the availability of the candidate)

Location: Whistler, BC.

Overall responsibility: coordinate archives and artifact management and collection related projects under the guidance of the Executive Director and Collections Manager.

Key areas of responsibility:

- Accessioning, cataloging, record keeping and indexing archives and artifacts
- Help with research and creation of temporary exhibits
- 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 the Rules for Archival Description (RAD)
- Knowledge of File-Maker Pro and Adobe Photoshop

Resumes will be accepted until April 25th, 2025. 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