

Collections Assistant – Summer Student
Application Deadline: 01 Mar 2020
Start Date: 04 May 2020
End Date: 28 Aug 2020

\$18.00/hour | 35 hrs/week | 17 weeks

The Nampa and District Museum preserves, interprets and promotes the history of the Village of Nampa and surrounding districts in the County of Northern Sunrise. The Nampa and District Museum seeks an enthusiastic individual for the role of Collections Assistant. This role is a full time position intended for a student studying in a undergraduate or graduate program that meets Young Canada Works program requirements.

The Collections Assistant will have the responsibility of inventorying and processing the publications in the museum collection, as well as other data input into the collections management software. As a member of the Nampa and District Museum team, the Collections Assistant will be expected to support additional education programs and events as required. This includes special events, exhibit design and setup, school programs and collaborations. The Collections Assistant will have the opportunity to create content to promote the Nampa and District Museum through the Museum's website and social media.

Description of Duties:

Duties will include, but will not be limited to, the following:

- Greet visitors and conduct tours of the Nampa and District Museum's exhibits
- Answer visitors and guests inquiries to the best of one's abilities, providing excellent customer service
- Assisting the Museum Director in the delivery of school programming, occasionally taking the lead in programming, and gathering feedback from participants
- Assist the Museum Director with special events prep, delivery and clean up
- Assist the Museum Director with exhibit design and setup
- Inventory and process (photograph, number, measure, describe) all publications – i.e. newspapers, magazines, catalogues, books – and input data into the collections management software
- Data input into the collections management software
- Assist the Museum Director in identifying, researching, numbering and cleaning artefacts
- Other duties as assigned, including some grounds keeping

Qualifications:

Candidates must register with Young Canada Works and meet the program's requirements, such as being a permanent resident or citizen of Canada and between the ages of 16 to 30, and is enrolled in and returning to post-secondary education in the fall.

The successful candidate will be an undergraduate or graduate student studying in a related field such as: museum studies, history, art history, anthropology, education, Canadian studies or communications. Previous knowledge or experience with museums/galleries, will be considered an asset.

The successful applicant will:

- Possess a valid driver's license and access to a car;
- Be able to work with diverse audiences;
- Have strong multi-tasking skills;
- Work independently with minimal supervision or as part of a team;
- Excellent communication skills (both oral and written communication in English);
- Familiarity with Microsoft Office Suites and photo editing software;
- Basic research experience and a willingness to learn new research skills;
- Ability to follow procedures and meet deadlines;
- Ability to handle tedious and repetitive tasks;
- Experience and confidence in public speaking/presentations;
- Bilingualism is an asset

Working Conditions:

Position requires:

- Working some evening and weekend hours
- Standing and sitting for long period of time
- The employee to work both inside and outside the museum building

How to Apply:

To apply, please contact the Nampa and District Museum at nampamuseum@iwantwireless.ca or apply directly through Young Canada Works. Please email a cover letter and two references along with your resume. **Applications will be received until March 1, 2020** at midnight. While all applications are welcomed only those applicants selected for an interview will be contacted. This position is grant dependent.

About the Nampa and District Museum and surrounding area:

We acknowledge that the Nampa and District Museum rests on the homeland of the many diverse First Nations and Metis people whose ancestors have walked this land since time immemorial. We are grateful to work, live and learn on the traditional territory of Treaty 8.

The Nampa and District Museum has been collecting its community's history and stories since 1985. In 2015, the Museum moved into a new larger building paid for by the County of Northern Sunrise. The museum has displays on Village history, area settlement, industry and wildlife. The Village of Nampa is located 450km north of Edmonton, and 27km south of the Town of Peace River. For more information on the museum, Nampa and area visit: nampamuseum.ca, Nampa.ca, mightypeace.com or northernsunrise.net.