



Position: Museum Collections Coordinator (summer)

Reports to: All senior staff

Overall responsibility: coordinate collection and exhibit related projects

Key areas of responsibility:

- Assist Curator with collection management projects as required.
- Assist with guided tours and visitor services as required.
- Other duties as required including day to day operations and opening and closing duties.

Collection Management:

- Accessioning, cataloging, record keeping, indexing, and storing of materials received in 2018-2019.
- Cleaning, handling and moving historic objects and records.
- Assist with condition reporting for indigenous artifacts and flag items requiring conservation (44 known items in collection, 36 requiring condition reports).
- Assist with research for indigenous artifacts. Investigate respectful storage and/or display of the specified collection(s) in accordance with the advice of the originating peoples (peoples from whom the collections came). Identify any objects deemed "culturally sensitive/restricted" in accordance with advice of the originating peoples.
- Photograph objects and prep images for sharing on website excepting any indigenous artifacts deemed culturally sensitive/restricted.
- Upload object records to the museum website for public access.
- Assist with research and reproduction requests as required.
- Assist with improving collection management at the Pemberton Museum by using the Collection Management policy manual and keeping all procedures up to date.
- Assist with registering and digitizing archival photographs and uploading photo records to website.

Consults with: all staff

Term of employment: (10 weeks, 355 hours) June 17, 2019 – Sept 01 2019 / 35-40 hrs per week (may include weekends).

The successful applicant will possess the following skills and abilities

- High school and/or post-secondary education with interest in history, museum studies, education, science or tourism
- an understanding of museums and their role in a community
- experience working with public
- outstanding customer service skills
- excellent communication skills; verbal and written
- reliable and professional work standards including accuracy and detail orientation
- works cooperatively with others
- the ability to conduct independent research
- knowledge of basic museum principles and practices in regards to collection management.
- proficient with MS Office; especially Word, PowerPoint, and Excel
- familiar with photo, video clip management software.
- familiar with website management and social media platforms

- Physical requirements include: working outside, lifting, moving or carrying objects of various weight and dimension, climbing stairs, using a step ladder, standing for long periods, walking on uneven surfaces, and desk work.

** 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: be a Canadian citizen or a permanent resident, or have refugee status in Canada (**Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible**), be legally entitled to work in Canada, be between 16 -30 years of age at the start of employment, **have been a full-time student (as defined by his or her educational institution) in the semester preceding the YCW job and be returning to full-time studies in the fall (2019), be registered in the YCW on-line candidate inventory**, be willing to commit to the full duration of the work assignment, not have another full-time job (over 30 hours a week) while employed with YCW.

Resumes will be accepted until **Tuesday, June 11th 2019 at 4:00 pm**. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted. Please forward resumes with cover letters to: **Personnel Committee**. Contact Us through our website at www.pembertonmuseum.org or by phone 604-894-5504.