

Position: Collections Coordinator (YCW)

Closing date: May 3, 2022

Reports to: All senior staff

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

Term of employment: \$17.50/hr for 40 hrs/week – May 11th 2022 to Aug 30th, 2022 (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 artefacts
- 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.

Whistler Museum

Whistler Museum and Archives Society
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Resumes will be accepted until May 3, 2022. 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