

Position: Collections Coordinator (YCW)

Closing date: April 9, 2023

****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

Reports to: All senior staff

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

Term of employment: \$20.00/hr for 40 hrs/week – May 11th 2023 to August 30th, 2023 (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

Whistler Museum

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- Minimum of two years post-secondary education
- Computer literate

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.

Resumes will be accepted until April 9, 2023. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted.

Travel reimbursement may be available for those traveling within Canada more than 125 km.

Please forward resumes with cover letters to: Mr. Brad Nichols at curator@whistlermuseum.org