**General Information:**

**YCW Web Site Job Poster:**

Title: Collections Assistant

Positions Available: 2

Employment Dates: June 6th, 2023 – August 24th, 2023 (12 weeks)

Employment Type: Full Time (35 hours/week)

Salary: $17.50/hour

Revelstoke Museum & Archives is accepting applications for two Collections Assistant positions. The successful candidates will be responsible for conducting an inventory of the Small Artifacts Storage Room. This will include the handling and storage of museum artifacts, entering data in the collections management program, addressing conservation concerns, and updating storage location codes. They will be expected to conduct research, write descriptions, assess condition, carry out photodocumentation, and use critical thinking to identify and correct errors in the current organizational system.

In addition to this main project, students will have the opportunity to select 2 to 3 smaller tasks based on their interests, studies, and career goals. These projects are ongoing at the museum, and require very little time to be completed. They will be assigned on an as-needed basis. The projects they may select from are as follows:

* Accessioning new donations
* Digitizing archival/photographic material
* Planning and installing a small (single case) exhibit based on a theme selected by the Curator
* Filing research material
* Writing the weekly “Glimpses of the Past” column for The Revelstoke Review newspaper
* Writing social media posts
* Planning and carrying out 2 family-oriented events (1 in July and 1 in August)

Other museum tasks will be assigned as required, and the students will be expected to work in the Gift Shop as required.

The successful applicant will be a returning full-time student between the ages of 16 and 30 and will be a Canadian citizen, permanent resident, or have refugee status. Preference will be given to post-secondary students in the fields of museum studies, history, and education. This position requires strong teamwork, written and verbal communication, and computer skills. Applicants are expected to study preparatory materials and to take a brief written test indicating their understanding of museum policies and procedures. Women, persons with disabilities, visible minorities and Indigenous people are encouraged to apply.

Interested applicants can email a resume and cover letter to Curator Cathy English [curator@revelstokemuseum.ca](mailto:curator@revelstokemuseum.ca) by April 19th, 2024. Applicants can also apply directly through the Young Canada Works website. Telephone queries can be addressed to Catherine English at 250-837-3067.

About Revelstoke:

Revelstoke is a welcoming community with a population of about 7,500 in the beautiful setting of the Selkirk and Monashee Mountains, along the Columbia River. Revelstoke is known as a cultural and heritage tourism destination, with four public museums and an art gallery, all nestled in a town with a high percentage of original heritage buildings. Revelstoke Museum and Archives is situated in the historic downtown, located in a 1926 heritage Post Office building. Revelstoke is known as a summer and winter tourism destination, boasting heli-skiing, a world class ski resort and excellent snowmobile and cross-country skiing areas. In the summer, there are breathtaking walks, hikes and climbs for people of all abilities, and well-maintained mountain biking and rock-climbing areas, as well as the Pipe mountain coaster at Revelstoke Mountain Resort. Revelstoke has two National Parks just outside of the city limits: Mount Revelstoke National Park, and Glacier National Park, and several hot springs within a short driving distance. For more information, visit: http://www.seerevelstoke.com and http://www.revelstokemuseum.ca