

POWELL RIVER HISTORICAL MUSEUM & ARCHIVES

Curatorial Assistant

The Powell River Historical Museum & Archives (PRHMA) preserves the cultural and textual heritage of the City of Powell River and the qathet Regional District from Desolation Sound to the Jervis Inlet including Harwood, Hernando, Savary and Texada islands. The PRHMA presents the history of the region through exhibits, guided tours, and outreach programs. The PRHMA encourages and supports historical research and stimulates public interest in topics of local significance to our community. The museum is available to all members of the public, and serves as a valuable community partner, working in collaboration with the City of Powell River, qathet Regional District, and Tla'amin Nation, and other Heritage Organizations within the community, to support the region's cultural well-being.

The Curatorial Assistant will work alongside Powell River Historical Museum and Archives Staff to greet visitors to the Museum and assist in the day-to-day operation of the Museum. The Curatorial Assistant will assist in the management and care of the museum displays and artifacts, in the opening and closing of the museum for visitation, and maintain records of admission. The Curatorial Assistant when required will work alongside museum staff and volunteers in the delivery of outreach and interpretive programming onsite, and in the community during the summer season.

Employment term: June 1, 2021 – August 31, 2021; 30 hours per week (Monday to Friday, however some weekend work will be required)

Compensation: \$17.00 per hour

Description of Duties:

As Collections Assistant, you may have the opportunity to work on some or all of the following activities:

- As part of their position, the Curatorial Assistant will have the opportunity to develop their own personalized tour of the Forestry Museum and Willingdon Beach.
- Orient visitors to the Museum and Archives
- The Curatorial Assistant will also have the opportunity to develop their own small display on a local cultural or heritage topic, displayed in the Museum.
- Under the supervision of the Public Engagement Coordinator and Executive Director the Forestry Museum Attendant will
 - Identify all objects belonging to the Forestry Museum Catalogue and attach new identification tags and labels.
 - Photograph all objects displayed in Forestry Museum, which belong to the Forestry Museum Catalogue, in preparation for inputting this data into the Museum's database (Past Perfect 5.0).
- Develop an inventory of materials in the Forestry Museum archival collection.
- The Curatorial Assistant will be tasked with generating content for the Museum website, highlighting the collections at the Forestry Museum and 10- 20 artiFact profiles from the PRHMA collections.

Qualifications:

Ideal candidates have taken courses in relevant disciplines (i.e. History, Museum Studies, Anthropology, Archaeology, Tourism, and/or Education) and possess excellent communication and organizational skills. Experience developing and/or delivering educational programs for child and/or adult audiences is considered an asset. The selected student will be responsible, able to follow directions well, and demonstrate an ability to work with minimal supervision. A keen interest in local history is also an asset. Candidates will have, or be willing to obtain a police records check. Comfort using computers and office software is an asset. Strength to lift 50 lbs is an asset. Necessary training and support will be provided.

To be eligible, students are required to meet the eligibility criteria set forth by the grant program (Canada Summer Jobs - CSJ)

- be between 15 and 30 years of age at the start of the employment
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

The Powell River Historical Museum & Archives is an equal opportunity employer. Please apply with a cover letter and resume by email to: info@powellrivermuseum.ca. Include "Attn: Executive Director - Collections Assistant (Summer)" in the subject of your email. Applications are due May 17th, 2021.

We would like to thank all applicants for their interest in this position. Only candidates selected for an interview will be contacted.

Powell River Museum
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