



# Museum Assistant in Collections Management Job Posting Golden & District Historical Society

## About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story.

## Purpose

The Museum Assistant in Collections Management (MACM) is passionate about community run organizations, enjoys collaboration, and has an interest in history.

Answering to the Executive Director (ED), the MACM assists in the day-to-day running of the Golden Museum and Archives, with a heavy focus on Collections Management for both archival and physical collections. This position offers a variety of projects, and has the flexibility to cater to the successful applicant's interests and expertise. Because of needs of the museum change on a regular basis, this position is best suited for someone with experience in administration that is capable of adapting to meet shifting needs and can work independently.

## Skills & Attributes for Success

- Highly organized
- Flexibility – you can adapt to contribute to different projects
- Strong interpersonal and communication skills
- Ability to work independently or within a group setting
- Eagerness to learn and improve upon skills
- Bachelors' Degree, preferably in history, archeology, anthropology, or equivalent education
- Experience working or volunteering with non-profits or museums is an asset
- Being a People Person is an asset
- An interesting in Gardening is an asset

## Responsibilities

1. Collections Management and Care
  - Handling all collection items with care
  - Ensuring items on display are clean
  - Accessioning new items, or non-accessioned items, following the accession guidelines
  - Ensuring that all artifacts handled or accessioned are properly data entered into Past Perfect
2. Archival Collection Management and Care
  - Inventory the archival collection and ensure that all archival material is accessioned, entered into the database, and provided a location

- Identify items that need transfer, and coordinate with other staff to relocate said items
  - Work with other museum staff to identify and prioritize items in the archive for digitization
  - Prepare items for digitization, including cleaning.
  - Identify items that need conservation measures, and work with other museum staff to implement these measures
  - Prepare items for storage, including placing items in appropriate containers, ie acid free boxes and envelopes
  - Inventory supplies and ensure that orders are requested when things are running low.
3. Provide support for the day-to-day operations of the Golden Museum and Archives
- Opening and closing the museum
  - Operating independently on certain days
  - Greeting visitors
  - Gift shop tasks, including handling the PoS system and inventory
  - Administrative tasks, including answering phones, checking emails, etc
  - Supporting other museum staff in their duties, if necessary, including events.
  - Minor groundskeeping and gardening duties
4. Special interest project
- Explore opportunities at the museum
  - Identify a possible project based on personal interests
  - With help of the ED, develop, execute, and complete the proposed project
    - Past projects include Photo Digitization, Exhibit research and Creation

## Working Environment

- This position reports to the Executive Director
- Work will happen in both a team setting and independently, sometimes working alone for extended periods of time
- This job includes sitting for extended periods of times, as well as lifting items under 50 lbs, walking, bending, and standing
- Interacting with visitors
- Diverse workload that will change from day-to-day
- Set hours, to be agreed upon, with at least one weekend day a week to be worked.
- The main workspace will be the Golden Museum and Archives, but may require work offsite.

## What We Offer

- \$25/hour, 35 hours a week plus 4% vacation pay
- 48 weeks of employment, starting April 29<sup>st</sup> 2024 and finishing March 29<sup>th</sup>, 2025
- Paid Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

## Application Deadline: April 5, 2024

**Please note:** This position is dependent on Young Canada Works Funding. This position is an internship, and only recent university graduates under the age of 30 are eligible for funding. Please thoroughly read the funding requirements found on their [website: https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html](https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html). before applying. Ineligible candidates will not be considered for this position.

This position is located in Golden, BC. Due the current housing crisis, preference will be given to applicants that are from the area or have secured a place to live before applying.

**A Vulnerable Sector Police Reference Check is required, but can be obtained at time of hiring.**

Please apply with a cover letter and resume. If you are interested in this position but unable to apply by conventional means, please contact Brittany Newman at the email below to discuss alternate methods of application and assessment.

Applications can be submitted to Brittany Newman at [museum.golden@gmail.com](mailto:museum.golden@gmail.com) or be dropped off in person at the Golden Museum, 1302 11<sup>th</sup> Avenue South, Golden BC, V0A 1H0.