



Assistant Museum Administrator

Summer 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 Assistant Museum Administrator is passionate about community run organizations, enjoys collaboration, and has an interest in history.

Answering to the Executive Director, the AMA is to assist in the day-to-day running of the Golden Museum and Archives. The Golden Museum offers a diverse set of daily tasks that guarantees there will be no monotony during work days. 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
- Being a People Person is an asset
- A passion for history is an asset

Responsibilities

1. 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
 - Artifact care, including accessioning, digitization, and collection management

2. Provide support with the research and implementation of an environmental sustainability plan
 - Work with the Executive Director and external advisors to research ways to lower the environmental impact of the Golden Museum and Archives
 - Help address climate adaptability tasks, including coordinating with the Fire Smart program
 - Work with the Executive Director in coordinating and organizing a BC Heritage Emergency Response Network workshop in the region
 - Research funding opportunities for environmental sustainability projects like energy efficiency projects, heat-pump rebates, etc.
3. Provide support in planning and running Museum Events
 - Collaborating with local community organizations
 - Contacting suppliers
 - Offering support during the events, if events happen during time of employment
4. Provide support to the Summer Camp program
 - Help supervise field trips if necessary
 - Emergency coverage for sick days
 - Additional support if needed
5. Special interest project
 - Explore opportunities at the museum
 - Identify a possible project based on personal interests
 - With help of the executive director, develop, execute, and complete the proposed project

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
- 13 weeks of employment, starting May 20 and finishing August 17
- Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

Application Deadline: April 28th, 2025

Please note: This is a Young Canada Works in Heritage Organizations funded position. All applicants must meet the requirements of the funder. To review these requirements please visit <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>.

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 or be dropped off in person at the Golden Museum, 1302 11th Avenue South, Golden BC, V0A 1H0.