



Archival Assistant in Administration and Digitization

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 Archival Assistant in Administration and Digitization is passionate about community run organizations, enjoys collaboration, and has an interest in history, preferably in archival work.

Answering to the Collections Manager, the Archival Assistant in Administration and Digitization is to assist in the day-to-day management of the Archives at the Golden Museum and Archives. This position offers a variety of archival digitization related projects, and has the flexibility to cater to the successful applicant's interests and expertise. Because of needs of the archives 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 with attention for detail
- Database and data entry experience
- 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
- Technical knowledge and previous experience using a high-quality digital scanner is an asset
- Experience working with delicate documents is an asset

Responsibilities

1. Provide support to the Collections Manager regarding the organization of the Archive
 - Work with the Collections Manager to organize the collection through a collections management project
 - Help identify areas of vulnerability and tag items for priority digitization
 - Record locations and conditions of the collection in the PastPerfect database
2. Provide support for the day-to-day operations of the Golden Museum and Archives
 - Opening and closing the facilities
 - Operating independently on certain days
 - Greeting visitors
 - Gift shop tasks, including handling the PoS system and inventory



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- Administrative tasks, including answering phones, checking emails, etc
 - Archival object care, including accepting archival donations, accessioning items and data entry into the database.
3. Digitization of priority collections
- Collaborate with the Collections Manager to begin the digitization of priority collections within the archive
 - Follow guidelines and best practices as laid out in our policies
 - Keep detailed records of the content of digitized documents
 - Record condition of archival documents before and after digitization
 - Record location of archival documents after digitization

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
- Hybrid work may be an option

What We Offer

- \$25/hour, 35 hours a week plus 4% vacation pay
- 13 weeks of employment, starting May 25 and finishing August 24
- Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

Application Deadline: May 8th, 2026

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.



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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 Carmen at the email below to discuss alternate methods of application and assessment.

Applications can be submitted to Carmen at museum.golden@gmail.com or be dropped off in person at the Golden Museum, 1302 11th Avenue South, Golden BC, V0A 1H0.