



## Internship Position: Archives Assistant

**Job Type:** Seasonal, up to 40 hrs/wk

**Location:** Rosland, BC

**Salary:** \$15-17/hour DOE

**Start Date:** Immediately

**End Date:** March 31<sup>st</sup>, 2020

**Closing Date:** Until Filled

**This position is subject to funding approval and all candidates must meet [Young Canada Works eligibility requirements for recent graduates.](#)**

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rosland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

### Job Description:

The Archives Assistant will work with the Research Assistant, Collections Manager, and trained archives volunteers to focus on some of the key projects that must be completed in the archives, including:

- Assist in storage and accessibility needs of ongoing oral history project - Rosland Memories
- Assist in ongoing public accessibility/digitization efforts
- Continue fonds development and update finding aids and Memory BC
- Assist the Researcher and Collections Manager in current research projects

Along with these specific projects, the student will also manage public research requests, incoming archival donations, and further internal research requests for our programming, promotions, and publications.

All staff assist in the general operation and maintenance of the museum, archives, visitor centre, and discovery centre, including assisting with major events, and programming.

The following are **essential** qualifications to the job:

- Recent graduate from the Archival, Library, Museum, or History studies, or related fields.
- Must meet [Young Canada Works eligibility requirements for recent graduates](#)
- Familiar with the Rules for Archival Description and current archival preservation methods
- Must be organized, detail-oriented, self-motivated, and have excellent time management and problem solving skills
- Excellent research/sourcing skills and the ability to multi-task while maintaining accuracy under pressure
- Excellent English verbal and written communication skills
- Passion for education and history and working with people of all ages and backgrounds
- Must be legally entitled to work in Canada

The following are **desired** qualifications to the job:

- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rosland's history or at least BC History
- Current First Aid certificate and RCMP Security Clearance may be required

**Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to [museumdirector@rosslandmuseum.ca](mailto:museumdirector@rosslandmuseum.ca) or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please also attach references.**

For more information about this position, please contact Joelle Hodgins, Museum Director, at [museumdirector@rosslandmuseum.ca](mailto:museumdirector@rosslandmuseum.ca) or call (250) 362-7722.