



Archives Assistant

Job Type: Seasonal (4 months), Full-time (part-time possible)

Location: On-site, Rossland, BC

Wage: \$17 - 19/hour, DOE

Earliest Start Date: August 1st, 2023

Closing Date: Until Filled

This position may require candidates to meet [Young Canada Works eligibility](#)

The Rossland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rossland and area. We do this with comprehensive indoor and outdoor displays of Rossland's industrial and social history, 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 archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the year.

Job Description:

The Archives Assistant will work with the Collections Manager, Research Manager (where needed), and trained archives staff and volunteers to focus on some of the key projects that must be completed in the archives. Having recently developed our multimedia collection Digitization Strategy outlining priorities into a tiered system for the risk level of almost 20,000 multimedia assets, the Archives Assistant will support the digitization and re-housing of Tier 1 items throughout the season. Tier 1 largely consists of negatives, film reels, and dictaphone tapes.

Along with these specific projects, they will also manage public research requests, incoming archival donations, and further internal research requests for our programming, promotions, and publications. All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

The following are essential qualifications for the job:

- *Funding dependent:* Post-secondary student in Archival, Library, Museum, or History/Heritage studies, or related fields.
- 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

The following are desired qualifications for the job:

- Familiar with the Rules for Archival Description and current archival preservation methods
- Customer service experience
- Public speaking experience
- Broad knowledge of Rossland's history or at least BC History
- Current First Aid certificate and RCMP Security Clearance may be required

We encourage participation from the Government of Canada's job equity groups, including women, First Nations, Métis, and Inuit persons, members of visible minority groups, persons with disabilities, and persons of any sexual orientation or gender identity and expression to apply.

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 or 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide at least two professional references.

For more information about this position, please contact Joelle Hodgins (she/her), Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.