

Museum & Archives Assistant



Lacombe Museums

Lacombe, AB

\$16.50 an hour - Full-time, Fixed term contract, up to 16 weeks

Are you a passionate and enthusiastic youth in the Lacombe region? Do you have an interest in history? Are you seeking a summer work opportunity in a positive team environment with an excellent work culture? Join our team for a fun and rewarding experience this summer!

Job Description:

The Museum & Archives Assistant assists the Lacombe & District Historical Society with a museum collection move as well as deliver important cultural and tourism services and host special events during local Festivals and community celebrations at the Museums in Lacombe. While working under the Museum Assistant and LDHS Archivist, Community Engagement Coordinators, students will work at the Michener House Museum and Flatiron Building Museum.

Duties will include:

- Welcoming visitors upon entry to the Museum;
- Providing visitors with information about the Museum;
- Digitizing records as assigned from the LDHS archives;
- Inventorying and processing items as assigned from the LDHS archives;
- Answering public research inquiries;
- Assisting Museum Assistant with moving LDHS Collections and Archives between facilities;
- Assisting the Museum Assistant with the installation of exhibits;
- Assisting in content creation using LDHS collection to increase public accessibility for the Lacombe & District Historical Society's online presence, including website and social media assets.

Anticipated Start Date: May 11, 2022 - September 3, 2022.

Schedule: 7 hours per day, 5 days a week for a total of 35 hours per week.

Candidates must be available to work weekends & some evenings, as scheduled.

Lacombe & District Historical Society

#200, 5005 50th Ave
Lacombe Alberta, T4L 2L1

403-782-3933

www.lacombemuseum.com

We are looking for post-secondary students that are returning to school in the fall. A background in museum studies, education, performing or fine arts, anthropology, sociology, history, or library sciences is preferred.

To apply submit your resume and cover letter, please be sure to highlight any relevant work experience you have in customer service, computer skills, data entry, or communications.

Attn: Interviews may be held in-person or online via video meetings throughout March, or until all positions are filled. All applicants will need to be eligible for the Young Canada Works (YCW) student job program and be available for the entire contract period (May to August, and preferably through the September holiday weekend).

NOTE: This position is contingent on successful grant funding through Young Canada Works. Applicants must be registered with Young Canada Works, and meet the requirements of Young Canada Works, to be eligible for this grant-funded position. Successful candidates must meet the following eligibility requirements of the grant programs: - Canadian citizens, permanent residents, or have refugee status; - Legally able to work in Canada; - Between 16 and 30 years of age at the beginning of placement; - Willing to commit to the entire term of placement; - Not have another full-time job during this placement; - Registered as a full-time student in the semester preceding placement; - Planning to return to full-time studies in the semester immediately following the placement term.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection. The Lacombe & District Historical Society is an equal opportunity employer and encourages candidates of all backgrounds to apply.

We thank all applicants for their interest however only successful candidates will be contacted for an interview

Job Types: Full-time, Fixed term contract
Contract length: 16 weeks

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