



Lacombe & District Historical Society Job Description

<u>POSITION TITLE:</u> ARCHIVAL ASSISTANT STUDENT	<u>ANTICIPATED START DATE:</u> MAY 12, 2026 – SEPTEMBER 1, 2026
<u>SCHEDULE:</u> 7 HOURS PER DAY, 5 DAYS PER WEEK TOTALING 35 HOURS PER WEEK	<u>WAGE:</u> \$18.00/HOUR

The Lacombe & District Historical Society invites applications for an Archival Assistant Summer Student Position, contributing to the fulfillment of our crucial cultural and historical mission at the Lacombe Museum. We seek passionate individuals with a keen eye for detail who are dedicated to embodying our Vision, Mission, and Values Statements in all aspects of their work.

Duties Include

- Welcoming visitors at the Museum entrance.
- Providing information to visitors about the Museum and Archives.
- Digitizing records as assigned from the LDHS archives.
- Digitally archiving records.
- Creating content utilizing LDHS collection to enhance public accessibility on the Lacombe & District Historical Society's online platforms, including the website and social media assets.

Qualifications

- Some university/college or training in museum studies, performing arts, history, communications, education, or a related field is preferred.
- Strong teamwork and communication skills with a natural inclination to collaborate.
- Passion for Alberta's arts and culture scene and an interest in developing unique and diverse cultural events, programs, or workshops.
- Attention to detail and thoroughness even with repetitive tasks.
- Friendly personality to work well with staff and volunteers in a busy team environment, but also self-disciplined to work alone.
- Confident working with the public to guide tours, teach, or facilitate a group.
- Willingness to learn and share knowledge to help train others.
- Possess knowledge of or interest in local history, including current issues.
- Exceptional organizational and time management skills, punctual, and reliable.
- Applicable computer skills and experience with some administration work (Microsoft Office suite, Windows, email, search engines, etc.).
- Experience operating A/V equipment such as cameras, microphones, mixers, and speakers would be considered an asset.

IMPORTANT NOTE:

This position is contingent on successful grant funding through Young Canada Works. Applicants must be registered with Young Canada Works and meet the program's requirements.

Application

Please send a cover letter and resume via email to info@lacombemuseum.com with "Archival Assistant Application" before the deadline date of April 15, 2026.

Interview: in-person or online video meetings until the position is filled.

Applicants must be eligible for the Young Canada Works (YCW) Internship program and available for the entire contract period, including weekends, holidays in July & August, and occasional evenings as required.

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Equal Opportunity Employer: The Lacombe & District Historical Society encourages candidates of all backgrounds to apply.

Characteristics of City/Region:

Lacombe, a city of approximately 14,000 in Central Alberta, is conveniently situated midway between Edmonton and Calgary, just 20 minutes north of Red Deer. As a small city at the crossroads of major travel routes, Lacombe attracts thousands of visitors annually. Operating under the brand name "Lacombe Museum," LDHS oversees historical sites such as the Michener House Museum, Blacksmith Shop Museum, and Flatiron Building Museum. With a diverse history represented in collections, exhibits, programs, and special events, LDHS aims to create an engaging cultural experience for all. Explore more about Lacombe Museum at lacombemuseum.com and Lacombe at lacombe.ca.