



SEASONAL EMPLOYMENT OPPORTUNITY

Summer 2023



MUSEUM COLLECTIONS ASSISTANT [SEASONAL]

The Crowsnest Museum & Archives is seeking a proactive and motivated individual to fill the role of Museum Collections Assistant [Seasonal] at the museum and A.P.P. Barracks for the summer of 2023.

Reporting to the Operations Lead, the Museum Collections Assistant's primary purpose will be to assist the Collections Lead with the cataloguing and management of the Crowsnest Museum and Bellevue Underground Mine collections. The Museum Collections assistant will also be required to assist museum staff with visitor services, exhibit development, fundraising, and program work as necessary.

Duties

- Provide an exceptional guest experience at the museum and barracks by maintaining a professional, clean and safe environment for all visitors and staff
- Assist the Collections Lead with the assessment, organization and care of artifacts at both the Crowsnest Museum & Archives and the Bellevue Underground Mine
- Accession and deaccession items as directed by the Collections Lead
- Conduct research as part of the Museum's collections team
- Maintain and update records in PastPerfect
- Assist with visitor services (including the Museum Gift Shop), fundraisers, exhibit development and program work as required
- Respond professionally and proactively to visitor concerns and incidents

Qualifications

- Education or experience working with museum or heritage collections (or similar)
- Good communication, time management, and organizational skills
- Excellent customer service skills
- Familiarity with the Crowsnest Pass and its history is considered an asset

Successful candidates will be required to adhere to Heritage Crowsnest policies and procedures while working at the Crowsnest Museum & Archives and A.P.P. Barracks. This is a full time seasonal position (37.5 hours/week) beginning early May through to August 31 with the possibility of an extension into autumn. The wage is \$17.00/hour.

Please apply by emailing your cover letter and resume to museum@heritagecrowsnest.com

We thank all applicants for their interest, however only those selected for an interview will be contacted.

**HERITAGE
CROWSNEST**

CROWSNEST MUSEUM & ARCHIVES
cnmuseum@shaw.ca
403-563-5434
crowsnestmuseum.ca

