



## Archives Assistant

**Job Type:** Seasonal (4 months), 40 hrs/week

**Location:** On-site, Rosland, BC

**Salary:** \$17.50 - 19/hour, DOE

**Earliest Start Date:** May 1, 2024

**End Date:** August 31, 2024 (up to 640 hours)

**Closing Date:** April 15th or Until Filled

**This position is funding dependent and may require candidates to meet Canada Summer Jobs or [Young Canada Works eligibility](#)**

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the history and culture of Rosland and area. We do this with comprehensive indoor and outdoor displays of Rosland'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 and trained archives staff and volunteers to focus on some of the key projects in the archives. The two main projects to be undertaken this summer are digitizing and cataloguing our slide collection and working on the development of the Autonomous Sinixt Repository. Along with these specific projects, they will also help manage public research requests, incoming archival donations, internal research requests, and processing of the archival collection, including developing finding aids. All staff assist with the opening, operating, maintenance, and closing procedures associated with daily operations.

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

- Post-secondary student in Archival, Library, Museum, 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
- Familiar with basic office management programs like Word and Excel
- 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 assets** for the job:

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

This role is not able to be fulfilled remotely. 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. Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly

unlikely that someone meets 100% of the qualifications for a role. If much of the job qualifications describe you, then please apply.

**For more information about this position, please get in touch with Joelle Hodgins (she/her), Museum Director of the Rossland Museum & Discovery Centre at [hire@rosslandmuseum.ca](mailto:hire@rosslandmuseum.ca) or call (250) 362-7722.**

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 [hire@rosslandmuseum.ca](mailto:hire@rosslandmuseum.ca) or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please be prepared to provide a minimum of two professional references.