



Research Assistant

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

Location: On-site, Rossland, 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 [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 Research Assistant will work with the Operations & Marketing Manager, Research Manager, Collections Manager, Archives Assistants, and archives volunteers to focus on some of the key research projects that must be completed for upcoming displays, publications, and events, including:

- Upcoming renovations/updates to our permanent exhibitions (namely Industry, Sports, Community, and Sinixt histories - in particular supporting the integration of underrepresented histories)
- Rossland Memories Oral History Project, including preparing keywords (or tags) of existing oral history interviews, question preparation, and conducting interviews with Research Manager
- Initial Research compilation files on various winter sports for the 2026 BC Winter Games exhibits

In addition, the Research Assistant will work with the Operations & Marketing Manager and Collections Manager to manage public research requests and internal research needs and set up the public research room with appropriate resources, including ensuring existing heritage building and graveyard information is in a more accessible format. 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.
- Familiar with the Rules for Archival Description and current archival preservation and research methods
- 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 assets** for the job:

- Customer service experience
- Public speaking experience
- Experience working in or with the tourism and/or cultural sector
- Broad knowledge of Rossland's history or at least BC History

1100 Hwy 3B (PO Box 26), Rossland, BC V0G 1Y0 | www.rosslandmuseum.ca

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Research Assistant - V-1

- 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 [hiring@rosslandmuseum.ca](mailto: hiring@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 [hiring@rosslandmuseum.ca](mailto: hiring@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.