



Assistant Manager

Temporary Position

Make History in the Rockies This Winter!

The Northern Rockies Museum of Culture and Heritage is located in beautiful Hinton, Alberta, on the eastern slopes of the Canadian Rockies. We are located in Hinton's original train station, and work to collect and share the history of our incredible region. There's a lot to do: we maintain an artifact collection, design in-house exhibits and programs, host unique community events, and provide exciting opportunities for local volunteers. Join us to work in all of these areas!

As our temporary Assistant Manager, you will be involved in everything our museum does. You will catalog artifacts, design an exhibit feature, update one of our programs, plan an event, work with our board of directors, write a grant, and coordinate our collections management volunteers. Our objective is to organize a broad, meaningful work experience for you so you are equipped to build your career in Canadian heritage. You will also have the opportunity to network with local heritage organizations, attend a museum conference, and experience the Canadian Rockies.

This position will pay \$22.00/ hour, working 35 hours/week. The contract will go from October 15, 2024 to March 8, 2024.

The successful candidate will be responsible for:

- Cataloging 50 artifacts
- Designing an interactive feature for an exhibit scheduled to launch in Summer 2025
- Planning and executing our annual Murder Mystery event with the help of volunteers and other staff
- School program development
- Coordinating one meeting for our Board of Directors
- Volunteer recruitment and coordination
- Grant writing
- Assisting with other museum projects

Qualifications:

The ideal candidate for the Assistant Manager (Temporary) position should be:

Educated in museum studies, public history, history, social science, or related discipline

Proficient in Google Workspace

Organized

Capable of group and self-guided projects

Interested in history

Experience in museums or archives is an asset

This position is funded in part through the Young Canada Works at Building Careers in Heritage program, and all applicants must be registered in the YCW candidate pool and meet the current YCW-BCH eligibility criteria. An individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Details:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/careers-heritage-graduates.html>

Although there is public transport within town, a car would be beneficial to the applicant if they are moving to the area for the fall.

The Northern Rockies Museum of Culture and Heritage is an equal opportunity employer and welcomes applications from all qualified candidates.

Eligible candidates can submit cover letters and resumes to manager@northernrockiesmuseum.com by September 6, 2023.