



Collections 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. Our small but mighty artifact collection consists of a wide variety of objects relating to Hinton regional history, with an emphasis on social life, mining, forestry, and railway history.

Join us to care for these artifacts and get experience in collections management! As our temporary Collections Manager, you will work to catalog our collection. You will also write a collections plan for the museum and do research to ensure we are using the ideal software for our institution. This position will give you experience in collections planning, collections software selection, and cataloging. 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 length of assignment is 18 weeks, from September 12, 2023 to January 26, 2024.

The successful candidate will be responsible for:

Accessioning and cataloging artifacts

Creating a collections plan for the museum

Investigating collections software for the museum and overseeing data migration if necessary

Qualifications:

The ideal candidate for the Collections 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 with collections management and collections management software is an asset.

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 status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.
- Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

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 August 8, 2023.