

## **Summer Student Position: Collections Archives Assistant**

May – September, 2020, 16 weeks Canada Summer Jobs/Young Canada Works.

30 hours/week (9:45 am-4:15 pm – ½ unpaid lunch) Rate: \$16.00/hour + 4% vacation pay

Start date: Monday, May 11<sup>th</sup>, 2020 (Weekend availability a must.)

Reports to Executive Director who is responsible for time allocation, scheduling, and any change or addition in duties.

### **Overall job description**

Assist with archival accessions and cataloging, collections, research, digitization, and community histories.

Greet visitors, assist with special events, assist with tours, assist with office and administrative tasks, and work with staff and volunteers in museum projects and research.

### **Daily tasks, with Marketing Assistant**

- Open and/or close Museum, Annex, Wentworth Cabin. Posted hours are 10am – 4pm, 7 days a week.
- Tidy museum/sidewalk at beginning and/or end of each day
- Water gardens every other day
- Answer phone
- Greet visitors and give informal museum tours
- Sell and restock gift shop items
- Complete a daily back-up of PastPerfect and take external hard drive home each night.
- Keep daily notes in notebook and update Executive Director regularly (by phone, email or in person)
- Forward LCMA emails as needed

### **Public Programming with Marketing Assistant**

- Lead museum tours and programs
- Take bookings for field trips and tours
- Assist with museum events
- Social media - Facebook, Instagram (Minimum 2 entries per week, blog as needed)

### **Assistant Archivist Tasks and Projects**

- Keep a notebook of work in progress. Review with Archivist/Curator on a regular basis.
- Familiarize with RAD (Rules for Archival Description). CD copy at the museum.
- Complete archival accessioning and/or de-accessioning of past donations
- Complete accessioning, photographing, cataloguing, digitization of new archival donations
- Digitize, format, and convert to text-searchable pdf through OneNote any manuscripts chosen to add to website
- Assist with exhibit photographs, didactics and records as needed
- Assist volunteers with cataloguing archival items and with oral history interviews (downloading audio or video files and creating finished CDs/DVDs)
- Review past archival entries and make corrections as needed (esp. Photos, check numbers, spelling, correct photo catalogued)
- 'Work-in-progress' shelf. Review work in progress items with Archivist on a regular basis.
- Archivist to assign medium-sized and major archival project work.

### **Professional Development**

PastPerfect Archival training (3 CD tutorials)

BCMA Best Practices Modules (*Collections Management, Series 1*)

The Lake Country Museum and Archives is an equal opportunity employer and encourage applications from all qualified candidates. Position subject to grant funding. Please submit resume with cover letter to the attention of the Executive Director by email: [edlcmuseum@shaw.ca](mailto:edlcmuseum@shaw.ca) no later than April 17, 2020.