



Collections Assistant

16-week position, 35 hours a week
\$14.60/hour

This position is dependent on receiving *Canada Summer Jobs* funding

Touchstones Nelson: Museum of Art and History seeks two Collections Assistants to assist the Archivist and Collections Manager with the Society's artifact collection reorganisation and documentation within a new storage facility. Projects include assisting in curating a Cold War exhibition within the Touchstones civil defence bunker and conducting research for a forthcoming Kootenay News exhibition.

The Collections Assistants will have the opportunity to learn about how collections and archives are managed, conserved and organised. In addition, they will assist researchers in the Shawn Lamb Archives and conduct their own historical research to produce online content and assist with programs and museum events.

Job Requirements:

- Meet all Young Canada Works eligibility requirements.
- Minimum of one year of post-secondary academic education with proven interest in history, architecture, art, social studies etc.
- Good computer skills, familiarity with digital photography an asset.
- Organized, detail orientated and willing to perform other related duties as required.
- Project management and customer service skills an asset.

Application:

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2019 to:
Jean-Philippe Stienne, Archivist and Collection Manager
collections@touchstonesnelson.ca