



Education Assistant

16-week position, 35 hours a week
\$12.80/hour

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

Touchstones Nelson: Museum of Art and History seeks a Program Assistant to assist the School Programs Coordinator with program development and implementation specific to the museum, rotating exhibitions, and schools visits. The Program Assistant will also be a primary point person at the admissions desk and gift shop and to provide excellent customer services to all visitors.

Job description:

The Program Assistant is responsible for the following project tasks:

- Assist with the 2019-2020 School Visits programming
- Heritage Walking Tour app assistance
- Front desk responsibilities such as: retail gift shop sales & processing admissions
- represent Touchstones Nelson Museum at community festivals and events
- other responsibilities as they arise

Job Requirements:

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application:

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2019 to:

Alison Talbot Kelly, School Programs Coordinator

Touchstones Nelson: Museum of Art and History

schools@touchstonesnelson.ca



Program Assistant

16-week position, 35 hours a week

\$12.80/hour

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

Touchstones Nelson: Museum of Art and History seeks a Program Assistant to assist the Public Programs Coordinator with program development and implementation specific to the museum, rotating exhibitions, and public events. The Program Assistant will also be a primary point person at the admissions desk and gift shop and to provide excellent customer services to all visitors.

Job description:

The Program Assistant is responsible for the following project tasks:

- Assist with the 2019 and 2020 Exhibition programming
- Museum Mash program development
- Heritage Walking Tour app assistance
- Front desk responsibilities such as: retail gift shop sales & processing admissions
- represent Touchstones Nelson Museum at community festivals and events
- other responsibilities as they arise

Job Requirements:

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application:

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2019 to:

Stephanie Myers, Public Programs Coordinator

Touchstones Nelson: Museum of Art and History

programs@touchstonesnelson.ca



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



Visitor Services Assistant

16-week position, 35 hours a week
\$12.80/hour

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

The Nelson and District Museum, Archives, Art Gallery and Historical Society (Touchstones Nelson) seeks a Visitor Services Assistant to assist the Visitor Services Manager with providing customer service to Museum visitors and members during the busy summer months. The Assistant will be working in the admissions and shop area of the museum and will ensure excellent customer service to all visitors.

Job description:

The Visitor Services Assistant is responsible for the following project tasks:

- be the Society's primary visitor contact when on site
- retail gift shop sales and reports
- processing admissions and memberships
- represent the Society at community festivals and events including Canada Day
- other responsibilities as they arise

Job Requirements:

To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application:

Apply with a cover letter, résumé and 3 references by Friday, May 3, 2018 to:

Cindy Fillion, Visitor Services Manager

Touchstones Nelson: Museum of Art and History

shop@touchstonesnelson.ca