



## Administrative and Development Assistant

PT contract employee position  
18 hours/week @ \$20/hour

Touchstones Nelson: Museum of Art and History is Nelson and Area's museum, archives and only public art gallery. We are a cultural hub committed to critical curation, innovative programming, and social justice work by addressing the history of all museums and working to decolonize our space and community.

**Vision:** An inclusive society inspired by the convergence of art and history.

**Mission:** To be a cultural hub that provides integrative art & regional history programs to encourage new perspectives and foster a collaborative community.

Touchstones Nelson Museum is seeking an Administrative and Development Assistant to join our team of passionate museum professionals. The Admin and Development Assistant will assist the Executive Director and Museum staff with organizational administrative responsibilities, including, but not limited to: grant assistance, facility rental booking and facilitation, administrative duties and office management, fundraising assistance, and donor database management.

### Attributes

- Excellent communication skills
- Capable donor database administrator
- Proficient in Microsoft Office 365 and other office/admin platforms
- Good working knowledge of not-for-profit model
- Experience with event management an asset

**Deadline to apply:** April 18, 2021

To apply, please submit a cover letter and résumé to:  
Astrid Heyerdahl, Executive Director  
[director@touchstonesnelson.ca](mailto:director@touchstonesnelson.ca)