

Archives Assistant

Funded by Young Canada Works
Duration: 10-week contract position
Start Date: June 2, 2021
\$16/hour

Job Description

Touchstones Nelson: Museum of Art and History, a regional museum, archives and gallery in beautiful Nelson, BC seeks a qualified Archives Assistant to join our dedicated team. The Archives Assistant, funded by the Young Canada Works program, will gain valuable skills in the heritage sector and will be equipped to work in any museum, archives or gallery in BC or Canada.

The Archives Assistant will assist the Touchstones Nelson Museum Archivist and Collections Manager in day-to-day operations of the Archives, a archives re-shelving project, as well as exceptional digitization, curatorial and research projects throughout the summer.

Job Requirements

1. Meet all Young Canada Works eligibility requirements.
2. Minimum of one year of post-secondary academic education with a proven interest in history, anthropology, or equivalent.
3. Good computer skills, familiarity with digital photography an asset.
4. Ability to consistently perform delicate and detailed tasks at a high level.
5. Project management and customer service skills an asset.

Application process

Apply through the Young Canada Works portal
<https://young-canada-works.canada.ca/Opportunity/PublicApprovedOpportunities>
Deadline to apply Friday May 14, 2021 at 4pm

You may also submit your cover letter, résumé and references to:
Jean-Philippe Stienne, Archivist & Collections Manager
Collections@touchstonesnelson.ca