

Wetaskiwin & District Heritage Museum

SUMMER STUDENT JOB POSTING

Archives Assistant

Located in historic Wetaskiwin, the Heritage Museum is offering an exciting and rewarding summer employment opportunity for one (1) University or College student to gain practical experience working in the non-profit, cultural heritage sector. Hardworking and energetic individuals with an interest in history and / or museum studies are encouraged to apply.

Job description:

The Archives Assistant will be an integral member of the Heritage Museum team through their support in the area of archival management. The summer student will work with our Archives Coordinator to improve archival collections procedures in the areas of storage, preservation, and expansion of information in the database. Specific tasks will include one main project, which is taking the lead on inventory of the City of Wetaskiwin Archives storage rooms. This project will include expansion of information of these items in the appropriate database(s). The Archives Assistant will also be responsible for other archival related duties that may arise during the employment term. Further, they will have the opportunity to assist with school and public tours, Canada Day celebrations and Summer Camps, and work on our Women of Aspenland program, which currently houses over 100 profiles of local women, and is the largest collection of its kind in Canada. The Archives Assistant will also assist in other areas of museum operations including reception, gift/coffee shop, administration, and collections.

Tasks include:

- The main project will be assisting the Archives Coordinator with inventory of the City of Wetaskiwin Archives collection.
- Working with fellow summer students on coordinating our Canada Day celebrations, and our Women of Aspenland program;
- Assisting the Programs Coordinator with organizing school tours and summer camps;
- Greeting museum visitors and gift and coffee shop sales;
- Assisting with minor projects that may arise during the employment term as needed;
- Helping with museum outreach through posts on our Website, Facebook page, and Instagram feeds;
- There could also be opportunity to work in our artifact collection.

Work Schedule:

Institution: Wetaskiwin & District Heritage Museum
Location: 5007 – 50th Avenue, Wetaskiwin AB
Term: Seasonal, full-time, between May 1 and September 30, 2024. There may be opportunity to stay on part-time during the school term.
Salary: \$16 / hour
Hours: 5 days per week (Tuesday - Saturday), 9:00 am – 5:00 pm. Some shifts may be from 1 pm – 9 pm, and there may be the occasional need to work on a Sunday or Monday.
Supervisor: Executive Director and Chief Curator (Dr. Karen Aberle)

Necessary Qualifications:

- Full-time University or College student who is currently enrolled in a degree or diploma program.
- While all students are encouraged to apply, preference will be given to those with a field of study in education; museum, cultural heritage, or art and design studies; and / or liberal arts programs such as: History; Anthropology; Archaeology; Indigenous Studies; Women's & Gender Studies; Classics; and English.
- Efficient computer and word processing (Microsoft Office) skills. Familiarity with Website and social media applications will be considered an asset.
- The ideal candidate will have knowledge of the local area or an earnest desire to learn more.

Important Note:

This position is dependent on grant funding from Canadian Heritage through the Young Canada Works (YCW) program. Participants must meet the eligibility criteria outlined on the YCW website:

<https://young-canada-works.canada.ca>

You are eligible if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada; (Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- meet the eligibility criteria of the program for which you are applying;
- are registered in the YCW on-line candidate inventory;
- are willing to commit to the full duration of the work assignment;
- do not have another full-time job (over 30 hours a week) while employed with YCW;
- have been a full-time student (as defined by your educational institution) in the semester preceding the YCW job;
- intend to return to full-time studies in the semester following the YCW job.

Note: students with a disability are eligible for part-time work

Application:

Please send cover letter and resumé via email to wahm@persona.ca with “Archives Assistant Application” in subject line, or mail / deliver in person to Wetaskiwin District Heritage Museum, Attn: Karen Aberle, 5007 – 50 Avenue, Wetaskiwin, AB T9A 0S3.

Application Deadline:

Consideration of applications will begin April 15th and continue until a suitable candidate is found.

Thank you to all who apply, only those selected for an interview will be contacted

HERITAGE MUSEUM
STAR STORE

THE CITY OF
WETASKIWIN
ARCHIVES

5007 – 50th Avenue, Wetaskiwin, AB T9A 0S3
Ph: 780-352-0227; Fax: 780-352-0226; Email: wahm@persona.ca