



REVELSTOKE RAILWAY MUSEUM

REVELSTOKE HERITAGE RAILWAY SOCIETY

JOB POSTING

Collections Assistant

Location: Revelstoke, BC
Term: June 3 to August 23, 2024 (12 weeks, subject to funding approval)
Working Hours: Full-Time (35 hours per week)
Hourly wage: \$18/hour
Number of Positions: 2

The Revelstoke Railway Museum is looking for 2 Collections Assistants to join the museum's team. Opened in 1993, the museum is known as one of Canada's best small railway museums, playing a valuable role in collecting, preserving, and interpreting Canada's mountain railway stories.

Position Summary:

The Collections Assistants will be tasked with conducting a full inventory of the museum's Station Storage facility. Inventories are an essential method for ensuring a museum's storage is organized and accessible, and are an excellent opportunity for emerging museum professionals to learn new skills and strengthen existing ones.

During their term, Assistants will complete a full inventory of the storage space, including:

- Updating record descriptions
- Updating record locations
- Photographing objects
- Conducting artifact research
- Condition reporting
- Learning and following artifact handling techniques
- Learning and implementing storage methods that meet museum standards

This is a Young Canada Works (YCW) position and candidates must be enrolled in the YCW program. This position is subject to funding approval.

Key Responsibilities:

The Assistants will:

- Learn the mission and mandate of the Revelstoke Railway Museum, and become familiar with the museum's collection and collecting practices
- Learn how to use PastPerfect to create digital catalogue records for objects, archives, and photographs
- Learn museum standards and standard practices

- Update existing records to create a more robust digital database and bring records up to current museum standards
- Link existing objects in PastPerfect database to donors and accession numbers
- Properly store objects in accordance with museum standards
- Assign storage locations using the digital database
- Use critical thinking skills to determine the most appropriate storage locations for a variety of objects
- Learn to take high-quality artifact photos for digital catalogue records

Other tasks as needed may include:

- Creating accession and object records for new donations
- Research related to events, people, places, etc. as related to objects and/or donors
- Write-ups of specific objects for social media

Qualifications:

The ideal candidate will have an interest in museums and/or history. Areas of study may include: history, museum studies, archival management, library sciences, anthropology, social sciences, archaeology, English, and/or education.

The candidate should have above average computer skills, and be adept at written and verbal communication, critical thinking, and organization. Experience with Microsoft and Adobe Suites is considered an asset. The ideal candidate will be able to demonstrate critical thinking and organizational skills, and will have a strong attention to detail.

The museum is a shared workspace, and candidates must be able to work both independently and in a team environment.

All candidates must prove eligibility under the YCW program criteria prior to the interview process.

The Revelstoke Railway Museum is an equal-opportunity employer. Students from the Government of Canada's job equity groups are encouraged to apply and will be given due consideration.

How To Apply:

Applicants should email a resume and cover letter to Laura VanZant at curator.railway@telus.net with the subject line "Collections Assistant Application" by April 30th, 2024.

Interviews will be conducted over Zoom. All candidates selected for an interview will be required to provide 3 references.

This is an excellent opportunity to build marketable skills in a region known for its quality of life and recreational opportunities. Revelstoke is a welcoming community with a population of about 7,500 along the Columbia River in the beautiful setting of the Selkirk and Monashee Mountains. Revelstoke is an important tourism destination for culture, heritage and summer and winter recreation. The city has three public museums and an art gallery, and boasts world-class

mountain biking, hiking and climbing, Nordic and downhill skiing, heli-skiing, and snowmobiling. Revelstoke also has two National Parks just outside of the city limits: Mount Revelstoke National Park and Glacier National Park, as well as several hot springs within short driving distance. For more information about Revelstoke, visit seerevelstoke.com