

Program Stream: Young Canada Works in Heritage Organizations

Job Title – Assistant Museum Technician

Organization Name: Drayton Valley Museum

Job Location: Drayton Valley, Alberta

Length of Assignment: 16 weeks

Hourly Wage : \$18.00/hr ; 37.5hrs/week

Tentative Start Date: May 6, 2024

Application Deadline: April 10, 2024 (or until suitable candidate found)

Email resume to: dvmuseum@gmail.com **Attn:** Hiring committee

Mail: Box 5099, Drayton Valley, AB T7A1R3

Drop Off : 6013 – 44th Ave, Drayton Valley

The Drayton Valley & District Historical Society / Drayton Valley Museum is committed to the preservation and exhibition of artifacts, stories and memories that attest to our local collective identities and cultures which assist us in engaging, educating and enriching the lives of present and future generations through onsite programs and tours. Drayton Valley Museum collects, preserves, depicts, researches, records, exhibits and interprets artifacts and archival material that become available to the museum.

JOB DESCRIPTION:

Drayton Valley Historical Museum is looking for one (1) Assistant Museum Technician as part of the 2024 Young Canada Works Program in Heritage Organizations. This role will be a perfect summer job opportunity for students with an interest in local rural history, museums & heritage or those with an interest in working for a volunteer based non-profit society.

Description of Tasks

- Create a new “Women’s Vintage Hat” exhibit in collaboration with volunteer(s)
- Assist Sr. Museum Tech in developing the Local Fire Department exhibit at the museum
- Under direction of the supervisor, engage in collection management duties to update and organize the Drayton Valley Museums collection of objects and archives housed in our buildings or on Past Perfect
- Organize and conduct oral history interviews with 2 long time members of our community c/w transcribing
- Research, develop, promote and deliver an interactive Museum summer exhibit / activity for Seniors
- Scan and upload photographs currently in our collection into Past Perfect along with the necessary historical information
- Research and write up information on objects in our collection in which we have no information on file – such as provenance, age or what object used
- Create museum related digital content in the form of posts, photos and videos which will be shared on museums social media sites
- Deliver guided interpretive tours when needed of the Historical Museum site
- Support the Drayton Valley Museum through positive conduct and actions and help to maintain our inclusive, welcoming environment
- Be open to learning, sharing and assist in the training of other staff/volunteers as needed/other duties as assigned

Ideal Candidate will be a current, full time post secondary student in Museum Studies, History, Tourism, Education or another relevant program

- Experience with MS Office, search engines, Apps, email and virtual meeting platforms
- Above average knowledge and experience using social media platforms such as Facebook, TikTok, Instagram, and You Tube
- Experience in research and writing reports and documents
- Ability to write and print legibly
- Good public speaking skills with the ability to communicate with people of all ages, diversity & cultures
- Basic knowledge of museum practices and of the software Past Perfect 5 an asset
- Possess knowledge or be interested in the history Drayton Valley and Brazeau County
- Reliable, energetic, creative and outgoing
- Excellent time management skills
- Highly organized and detail oriented
- A friendly, collaborative personality
- Self-motivated with ability to work independently
- Adaptable to changing environment, situations or work schedules
- Enjoys working with the public
- Willingness to learn and share knowledge

*Candidate must be eligible as per the Young Canada Works for Heritage Organization guidelines 2024

*Be between 16 – 30 years of age at the start of employment

*Have been registered as a full - time student in the previous academic year and intend to return to school on a full - time basis in the next academic year

*Be a Canadian citizen, PR or person who has refugee status in Canada

*Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

*Be registered in the YCW online candidate inventory

*Be willing to commit to the full duration of the work assignment

*NOT have another full-time job (over 30hrs/week) while employed with YCW

“Drayton Valley Museum endeavors to make our policies, programs and workplace more inclusive, respectful and barrier free. We encourage and welcome applications from individuals with diverse experiences, backgrounds and cultures. “

Webpage: draytonvalleymuseum.com