



## Summer Student Position Community Museum Assistant (#002) May – August 2023

The Drayton Valley Museum is a local history museum containing multiple exhibit spaces, 5 onsite historical buildings, a firehall and over 8,000 artifacts in our collection. We are seeking a self-motivated team player to assist in the operations of the museum for the summer of 2023.

**Let's make the Drayton Valley Museum shine! Join our team today.**

### Overview

June 26 – August 18, 2023; 37.5 Hours/week (5 days/week @ 7.5 hrs/day), weekend work will be required.

- \$16.50 / hour
- Museum Summer Hours:  
July & August: Monday to Sunday 9 - 5pm (with scheduled days off)

### Tasks and Responsibilities

- **Collections Management / Exhibit Development:** Assist with database management (Past Perfect), cataloguing, photo-documentation/digitization, accessioning, object condition reporting and the rehousing/storage of artifacts.,
- **Research:** Participate in research on past community members, artifacts, plus assist in one personal history interview.
- **Public Programming and Events:** Assist in organizing, promoting and implementing youth and senior museum programs/activities that are offered to the community during the summer months.
- **Social Media:** Collaborate with other staff to develop and create of digital content for the Museum website and social media platforms including submissions local paper.
- **Visitor Experience:** Assist with Visitor Experience such as welcoming visitors to the museum, providing onsite interpretive tours and answering questions about Drayton Valley & Brazeau County local history.
- Be open to learning and sharing of ideas with and from others
- Support the Drayton Valley Museum through positive conduct and actions and help to maintain our inclusive, welcoming environment.
- Other Museum duties as assigned.

### Qualifications:

- Ideal candidate will be a current, full time student with an interest in local history who intends to return to full time studies in the fall
- Experience with MS office, search engines and social media platforms.
- Experience in research and writing reports and documents.
- Detail oriented, organized, be self-motivated, have the ability to follow verbal/written instructions and be able to work independently or as part of a team.
- Excellent oral communication and customer service skills and the ability to interact with visitors in a variety of settings
- Experience volunteering or working in the museum field or with the public will be considered an asset.

**Important Note:** Applicants must fit the criteria of the Young Canada Works Program 2023

- To be eligible for YCW individuals must have been a full time high school, college, CEGEP or university student in the semester preceding the YCW work assignment and intend to return to full time studies in the semester following the YCW work assignment
- Be 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)
- Be legally entitled to work in Canada
- Be between 16 – 30 years of age at the start of employment
- 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 30 hrs/wk) while employed with YCW

**Location:** Drayton Valley Museum, 6013 – 44<sup>th</sup> Avenue Drayton Valley, AB

Please submit a **Resume and Cover Letter** to the Drayton Valley Museum c/w Job Title and Job #:

**Email:** [dvmuseum@gmail.com](mailto:dvmuseum@gmail.com)

**Mail:** Box 5099, Drayton Valley, AB T7A 1R3

**Drop Off:** Drayton Valley Rocky Rapids Store Museum, call 780-542-5482

**Deadline for applications: 4pm on Friday, May 26 2023**

*“Drayton Valley Museum endeavors to make our policies, programs and workplace more inclusive, respectful and barrier free. We encourage applications from women, Indigenous Peoples, persons with disabilities, persons of all races, ethnic origins, abilities, sexual orientations, gender identities, backgrounds and cultures.”*

## Detailed Description of Job Duties

### **Museum Assistant ( #002)**

Drayton Valley Museum

#### Description of Tasks

- Deliver guided interpretive tours of the Historical Museum site including answering questions by the visitors and adding additional information of the buildings, exhibits or artifacts onsite
- Assist with organizing, cataloguing and storage of the Museums heritage collection
- Enter collection data into Past Perfect data base
- Participate in historic research on objects in the museums collection as assigned
- Assist with installation of temporary exhibits
- Assist with 1 oral history interview of a longtime community member
- Assist in special projects related to the care and preservation of the museums historic artifacts as assigned
- Assist in the implementation and promotion of the seniors summer program
- Submit a photo and a brief article to the local paper highlighting a current event or happening at the museum the 2<sup>nd</sup> Thursday in July and August
- Create digital content in form of posts, photos and videos which will be posted on the Museum social media platforms in collaboration with other staff
- Support the Drayton Valley Museum through positive conduct and actions and help to maintain our inclusive, welcoming environment
- Be open to learning and sharing of ideas with and from others
- Other museum duties as assigned