



Summer Student Position Museum Program Assistant (#003) 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

May through August – 37.5 Hours/week (5 days/week @ 7.5 hrs/day), weekend work will be required.

- \$18.00 / hour
- Museum Summer Hours:
 - *May: Monday to Friday 9am – 5pm
 - *June/July/August: Monday to Sunday 9 - 5pm (with scheduled days off)

Tasks and Responsibilities

- **Collections Management / Exhibit Development:** Assist with database management (Past Perfect), object files, photo-documentation/digitization, accessioning, object condition reporting, rehousing/storage of artifacts, collection display and ensuring proper care & display of collection.
- **Research:** Participate in research on past community members, local war veterans, artifacts, archival material plus conduct personal history interviews.
- **Public Programming and Events:** Assist in planning, organizing, promoting and implementing youth and senior museum programs/activities that are offered to the community during the summer months including a local community event for July 1 on the museum grounds.
- **Social Media:** Support the development and creation 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 by providing onsite interpretive tours and answering questions about Drayton Valley & Brazeau County local history.
- Be open to learning, sharing and assist in the training of other summer staff as needed.
- 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 post secondary student in Museum Studies, History, Tourism, Education or another relevant program
- Experience with MS office, search engines and social media platforms
- Experience in research and writing reports and documents.
- Excellent oral communication and customer service skills and the ability to interact with visitors in a variety of settings
- Detail oriented, highly organized, be self-motivated, have the ability to follow verbal/written instructions and to work independently and as part of a team.
- Experience volunteering or working in the museum field or with the public or hands on experience with Past Perfect will be considered an asset

Important Note: Applicants must fit the criteria of Canada Summer Jobs Program 2023

To be eligible for CSJ individuals must be a current student or recent graduate who must:

- Be between 15 – 30 years of age at the start of the 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, permanent resident, or person to whom refugee protection has been conferred on the Immigration and Refugee Protection Act3
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations
- 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 CSJ

Location: Drayton Valley Museum, 6013 – 44th 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

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, April 14, 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 Program Assistant (#003)

Drayton Valley Museum

Description of Tasks

- Working alongside another staff member, research, develop, implement and promote several exciting and interactive Museum related summer activities for Seniors in the community which will include a mobile exhibit
- Develop, implement and promote a local community event/ cultural event on the grounds of the Museum for July 1, 2023 and work in partnership with Indigenous or another multicultural organization in our community
- Update and implement an improved “End of School Historical Tour” for the children in our community in collaboration with other museum staff
- Update, collect and create digital content in the form of posts, photos and videos which the employee will share on all social media sites several times per week in addition to the Museums website
- Submit photo(s) and brief articles to the local paper highlighting current happenings at the museum the 1st Thursday of the month from May to end of August
- Conduct 2 oral history interviews this summer with long time members of the community c/w transcribing and downloading of information onto the computer
- Assist with planning, updating and organizing duties related to collection management such as: accessioning, documenting, cataloguing, photographing artifacts/archives and adding the information to the Past Perfect data base following Industry practice and policy
- Arrange for necessary purchase and procurement of summer program supplies
- Communicate and work along side key stakeholders in the community to deliver quality summer event(s) or program(s) and to enhance the Drayton Valley Museum profile in the community
- 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
- Attend and present summer update report to the Board of Directors at July meeting
- In collaboration with summer staff provide feedback of the 2023 summer and recommendations for 2024 to the Board of Directors
- 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 summer staff as needed
- Other Museum duties as assigned

