



Summer Student Position Senior Museum Technician (#001) 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 for 7.5 hrs/day), weekend work will be required.

- \$18.50 / 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), cataloguing, 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.
- 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, with the public or hands on experience with Past Perfect 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 – 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

Senior Museum Technician (#001)

Drayton Valley Museum

Description of Tasks

- Under direction of the supervisor, engage in collection management procedures in combination with Past Perfect to plan, update and organize the Drayton Valley Museums collection of objects and archives including the Order of Royal Purple and Drayton Valley Bakery donations
- Co-ordinate the cataloguing, rehousing and packing up of artifacts in the Historic Herndon House following Alberta Museum Standards and Policies
- Conduct oral history interviews with long time members of our community c/w transcribing and downloading the information onto the computer
- Research, develop, implement and promote an exciting and interactive Historical Museum summer program for Seniors in the community
- Update, improve and implement the “End of School Historical Tours” for the children in our community in collaboration with summer staff
- Assist in the development and implementation of a cultural community event at the museum in partnership with an Indigenous or multicultural organization in our community
- In conjunction with supervisor assist in the organizing and monitoring of other summer staff during the days of operation
- Approve digital content created by summer staff prior to posting on social media sites
- Collect and create museum related digital content in the form of posts, photos and videos which will be shared on all social media sites several times per week.
- Will attend and present a summer update report to the Board of Directors at June meeting
- In collaboration with summer staff provide feedback of the 2023 summer and recommendations for 2024 to the Board of Directors
- 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
- 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 Museums profile in the community
- Be open to learning, sharing and assist in the training of other staff as needed
- Other Museum duties as assigned