



District of Vanderhoof

Position Description

Position: Museum Assistant
Department: Museum & Tourism
Reports To: Heritage Curator

CLOSING DATE: April 28th, 2017

ESTIMATED WORK PERIOD: May 1 – October 31, 2017

WAGE: \$18/hr

ROLE STATEMENT

The Museum Assistant will be responsible for giving tours, accessioning, and setting up displays.

SKILLS

- Ability to work independently and exercise independence in judgement
- Ability to interact effectively with staff, external groups and organizations including community groups and the general public
- Knowledge of Vanderhoof history and tourism information
- Possess excellent oral and written communication skills

DUTIES

- Perform guided tours of District of Vanderhoof museum; perform educational heritage programming for school children and the public
- Provide tourism information and recommendations to visitors
- Perform accessioning of museum artifacts; help the curator with basic preservation tasks
- Assist in planning and implementing museum events
- Perform light maintenance and cleaning in the museum buildings and grounds
- Assist with the research, development, testing, and implementation of heritage programs & displays
- Perform other related duties

QUALIFICATIONS

- Graduated from a post-secondary institution within the past 24 months
- Preference may be given to those with previous work or volunteer experience in a museum
- You should be familiar with the theory and principles of museum operations
- Familiar with the Microsoft Office and Adobe Creative suite of products
- Clean Police Criminal Record Check
- Must be between the ages of 16 and 30

Please send completed application form (found on vanderhoof.ca) and resume to Hilary Irvine by April 28th at hilaryirvine@district.vanderhoof.ca

Position is subject to funding