



## SUMMER STUDENT CURATORIAL ASSISTANT

The Cranbrook History Centre is hiring summer students to fill the role of Curatorial Assistant from May – September, 2019. This is a unique opportunity for students with an interest in history and/or museum studies, who would like to build a variety of new skills over the summer months. The on-going tasks and projects of the Cranbrook History Centre will provide experience in researching, handling, cleaning and storing objects, large and small, of significant heritage value. The successful candidate will develop and learn new skills, including artifact preparation and care, conservation and restoration, collections management and public speaking.

**Start date:** May 14<sup>th</sup>, 2019

**End date:** September 1<sup>st</sup>, 2019

**Salary:** \$14.00 per hour

**Hours of work:** The applicant will work 8 hours per day, 5 days per week. Since the museum is open seven days per week the applicant will be required to work a schedule that will involve working weekends.

**Availability:** The applicant must be available for the stated duration of the program.

### RESPONSIBILITIES:

#### Key Responsibilities:

- Under the direction of the Curator, assist in preparing, cataloguing and filing artifacts and documents in the Cranbrook History Centre archive.
- Assist in the research and preparation of displays for public viewing.
- Prepare inventories of historic materials and artifacts located in the museum railcar collection.
- Conduct research in the archives for outside requests and prepare reports.

#### Other Responsibilities may include:

- Engage with the public and assist with tours of the facility.
- Responsible for environmental monitoring of the railcar collection, museum displays and collections storage areas.
- Prepare reports on projects as assigned by the curator.
- Other duties as required, including caring for museum grounds and displays.

## QUALIFICATIONS:

- Must be between the age of 15 and 30.
- Some post – secondary preferred.
- Prefer a background in history, museum studies, archaeology, anthropology, tourism, education, paleontology or related field.
- Must possess excellent verbal and written communication skills and demonstrated ability to deal effectively with the public, diverse community stakeholders and staff at all levels.
- Ability to conduct multi-level research and communicate research to the public effectively.
- Ability to organize, present and communicate messages in an engaging and effective way using digital and other media.
- Superior time management skills, multitasking skills and the ability to work independently on assigned projects, with minimal supervision.
- Trustworthy and able to work with irreplaceable artifacts without close supervision.
- Attention to detail in all areas of work.
- Proficiency in MS Windows packages.
- Experience in database entry/systems.
- An interest in history, especially the history of the Cranbrook area, and railway history would be an asset.

Please submit your application to: [Hr@cranbrookhistorycentre.com](mailto:Hr@cranbrookhistorycentre.com) . Please use the subject line last name, first name job title. For example: *Doe, John Curatorial Assistant*

Applications will close on March 30<sup>th</sup>, 2019

Please note that the staffing of the position and its duration are conditional on the approval of the grant application submitted to the Canada Summer Jobs program.