



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE



P.O. Box 1642



Salmon Arm, BC V1E 4P7

R.J. Haney Heritage Village and Museum, in beautiful Salmon Arm, BC is the largest cultural attraction in the Shuswap region. Described as a 40-acre open air museum, the site welcomes 15,940 visitors each year. The facility is operated by the Salmon Arm Museum and Heritage Association, a non-profit society and registered charity. The Association manages a developing heritage village, museum, and community archives. The village is open to the public seasonally from May to September while the museum and archives are open year-round 3 days a week.

We are currently seeking a professional, organized and hard working summer student for the position of Collections Registrar.

Reporting to the Curator/Archivist, responsibilities include:

- Working in storage areas to move and re-house artefacts and archival collections from off-site and on-site storage to the newly constructed Montebello Museum
- Design a storage plan
- Unpacking, organizing, re-tagging, and cleaning artifacts
- Updating artifact records and condition reports, reconciling inventory against database records.
- Update the public, Board of Directors, volunteers, and members on the progress of the project via newsletters, radio interviews, newspaper articles and blogs.

Qualifications:

- Student with courses in history, museum or archival studies, anthropology, archaeology, or other related areas of study
- Computer skills including knowledge and experience using MS Word, Access, and Adobe Photoshop are an asset
- Excellent organizational and manual skills
- Proclivity for accuracy
- Excellent communication skills, written and verbal
- Excellent interpersonal skills, with experience working both independently and on small teams
- Previous experience in a museum line of work is an asset

Condition of Employment:

Must be between the ages of 16 and 30 and a full-time student returning to full-time studies in the fall, a Canadian citizen, willing to register in the YCW inventory, willing to commit to the full duration of the work dates, and treat this position as his or her primary job. The position is 16 weeks in duration, full-time, 37.5/hrs/week, starting May 7 and ending on August 24, 2018

Candidates must be available to work weekdays with the potential requirement to work some weekends.

Please send resume and cover letter to:

Deborah Chapman, Curator/Archivist
Salmon Arm Museum and Heritage Association
Box 1642, Salmon Arm, BC V1E 4P7
archives@salmonarmmuseum.org

Only those candidates chosen for an interview will be contacted. No phone calls please.

Keeping the history of Salmon Arm alive