



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

## Employment Opportunity 2019 Season

### Job Description: Collections Registrar

### Employment Type: Fill-Time, Seasonal 2019 May-August

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 16,000 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 three days a week.

We are currently seeking professional, organized and hardworking applicants for the position of Collections Registrar.

Reporting to the Curator, responsibilities include:

- Working in storage areas to move and re-house artefact collections from off-site and on-site storage to the newly constructed Montebello Museum
- Design a storage plan for large artefacts
- 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:

- A student with courses in history, museum, 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

This is a full-time 16-week position from mid-May to the end of August, and you Must be available to work weekdays with the potential requirement to work some weekends. Candidates must be between the ages of 15 and 30, and be willing to commit to the full duration of the work dates and treat this as their primary job.

Resumes with cover letter and references should be either mailed to the Salmon Arm Museum and Heritage Association at PO Box 1642, Salmon Arm, BC V1E 4P7 or faxed to 250-832-5291 or emailed to [archives@salmonarmmuseum.org](mailto:archives@salmonarmmuseum.org) Deadline to apply is May 1, 2018.

Keeping alive the history of Salmon Arm

♦ Ph: (250) 832-5243 ♦ [info@salmonarmmuseum.org](mailto:info@salmonarmmuseum.org) ♦ [facebook.com/Haneyheritage](https://www.facebook.com/Haneyheritage) ♦ [www.salmonarmmuseum.org](http://www.salmonarmmuseum.org)