

## SUMMER EMPLOYMENT OPPORTUNITY BILLY BISHOP MUSEUM

### **Museum Program Facilitator**

(35 hours/wk) \$15.50hr/16 weeks (Dependent on grants - grant restrictions apply)

The Museum Program Facilitator will assist the Director & Chief Curator with cataloguing and archiving the Museum's collections.

The successful candidates will have completed at least one year of a post secondary degree and will be going back to school in History, Cultural Studies, Library Sciences, Museum Studies or Education; directly related experience will be an asset. The individuals should be able to work with PastPerfect database and be computer literate. To be eligible, students must:

- be between 16 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>3</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- be willing to commit to the full duration of the work assignment;
- not have another full-time job (over 30 hours a week) while employed with YCW
- be registered in the YCW online candidate inventory ([www.youngcanadaworks.ca](http://www.youngcanadaworks.ca))

We are an equal opportunity employer. We like to thank all who have applied for these positions but only those who have been selected for an interview will be contacted.

**Those interested in applying for these positions should forward a complete resume with cover letter to [ejolliffe@billybishop.org](mailto:ejolliffe@billybishop.org) no later than 5:00 pm Friday, March 24, 2023.**

#### Job Description:

The Museum Program Facilitator will assist in updating the Museum's collection database PastPerfect, cataloguing, scanning and photographing objects.

Responsibilities:- Strong ability to transcribe handwriting· Knowledge of Past Perfect software· Ability to communicate effectively, both orally and in writing· Ability to work efficiently independently and as part of a team· Strong attention to detail· Post-secondary education, background in archives, history, or museum-studies would be an asset.

1. To assist in the preparation of new exhibits and education programs
2. To assist in maintaining and enhancing permanent exhibits and interactive stations.

3. To assist in the registration and securing of old and new artefacts.
4. To assist staff with public requests and research for the Museum.
5. To professionally represent the Museum by welcoming visitors, taking admission, providing information on current displays and events, and assisting visitors in the gift shop over the phone, virtually or in person dependent.
6. To organize, re-home and catalogue the Museum's collection
7. To assist staff with projects.
8. Other duties as required.

**Commitment: 35 hours a week for 16 weeks Wage: \$15.50 hr**

**Duration: Monday, May 1, 2023 to Friday, August 18, 2023**

Qualifications:

1. Successfully completed at least one year of postsecondary degree in History, Cultural, Museum Studies, Library Sciences or related studies.
2. Good communication, research and organizational skills and independent worker
3. Good data entry skills
4. Proficient in MS Word, Publisher, Excel, PowerPoint, and social media.
5. Use of PastPerfect or other database programs is necessary Training:

Employee will receive training and orientation on the Museum collection, policies and procedures regarding the operation of the Museum, and any projects assigned to them. The employee will attend weekly meetings with their supervisor, bi-weekly staff meetings, and will have daily contact with his/ her supervisor. They will have the opportunity to learn related Museum jobs from their immediate supervisor.

Benefits

1. Ability to enjoy local history.
2. To experience work related jobs within the Museum and research field.
3. Working with others in a job setting.
4. To gain experience and job skills for future employment.
5. Creative independence welcome, new ideas and a good attitude will be fostered.