

Job Ad – Collections Assistant

About Us

The Fort Museum of the NWMP and First Nations Interpretive Centre is a non-profit museum and archives in Southern Alberta dedicated to the early histories of Fort Macleod, the Blackfoot, and the North West Mounted Police.

Job Description

The Fort Museum is looking for a Collections Assistant to join our team; this is a seasonal, full-time position for 35 hours/week. The Collections Assistant will assist the Collections Manager with both daily and project-specific activities, including collections management, basic preventative conservation, exhibit research and production, research inquiries, and artifact documentation, care, and handling.

Tasks will include research for displays and exhibits, responding to external research requests, artifact and display case maintenance and cleaning, accessioning, updating the database, artifact relocation, display setup and dismantling, setting out potential donations for review by the Collections Committee, and conducting artifact inventory.

The Assistant will be responsible for maintaining a high degree of care and awareness when it comes to working with artifacts.

Qualifications

Candidates must be a self-motivated individual who can work both independently and as part of a team. Those with an interest in museum work and history will excel in this position. If you are a reliable and flexible team player who enjoys working with and learning about history, this position may be the opportunity for you! Museum experience or education is considered an asset.

This position is offered in part by the Canada Summer Jobs grant and therefore we are looking for applicants who are between the ages of 15-30, are legally entitled to work in Canada, and are Canadian Citizens, or a permanent resident, or a person whom refugee protection has been granted under the Immigration and Refugee Protection Act.

How to Apply

The Fort Museum recognizes the importance of being an equal opportunities employer free from bias and judgment. The Museum will not discriminate against any person with respect to the designated protected grounds. The Museum will try, where feasible, to eliminate systemic barriers to advancement and/or redress the under-utilization of designated groups.

Applicants can apply by emailing their resume to fortmuseum@fortmacleod.com. The application deadline is **April 5, 2024**.