



293 City Centre
Kitimat BC V8C 1T6
Phone: (250) 632-8950 Fax: (250) 632-7429
Email: info@kitimatmuseum.ca
Website: www.kitimatmuseum.ca

Kitimat Museum & Archives has summer employment – eight to eleven weeks running children’s programs or working with the artifact collection. Apply if you are 15 to 30 years of age and/or a student returning to school full time in the fall. Submit a resumé with covering letter addressed to the attention of Louise Avery, Executive Director, by the deadline, Friday, May 17, 2019, 4 p.m. or by email to info@kitimatmuseum.ca The Kitimat Museum & Archives is an equal opportunity employer and encourages applications from all qualified candidates.

Six Museum Summer Programmer Positions Available - One Summer Programmer Lead (\$17.00 per hour), Three Summer Programmer Assistants (\$16.00 per hour), Monday to Friday, 35 hours/week for 11 weeks, June 10 – August 23, 2019 - Two Junior Assistants (\$15.00 per hour), Monday to Friday, 35 hours/week for 8 weeks, July 2 – August 23, 2019.

To market, deliver, and supervise the delivery of summer children's programming, three Summer Programmers (assistants) and one Summer Programmer (lead) will work in a team, improving and preparing 7.5 weeks of summer programming for ages 3 to 9. Two Junior Assistants will join the team to assist with the delivery of the planned programs.

The work experience is excellent for a student pursuing a teaching career. The candidates must have strong interests in working with children, have the ability to deliver programs, and be organized and creative with the assigned work. The candidates must also have strong research, writing, and keyboarding skills.

**One Collections Assistant Position Available
\$16.00 per hour, Monday to Friday, 35 hours/11 weeks, June 10 – August 23, 2019**

Working closely with the Assistant Curator in charge of collections, the Collections Assistant will complete outstanding collections documentation on the Museum’s database (dBTextworks, InMagic), re-house artifacts, and create shelf lists for storage. Data entry, documentation filing, and photographing artifacts will also be undertaken by this position. Additionally, some artifacts must be added to the Museum’s permanent exhibitions, some deaccessioned and taken out of the Museum’s collections, and artifact labelling.

The work emphasizes museological standard practices and procedures including care and handling of artifacts and documentation. The position is an excellent work experience for an arts student who is highly attentive and passionate about history, organization and detail. The candidate must be responsible and comfortable working independently and under direction, sharing ideas and making decisions. The candidate must also have strong organizational, research, writing, and keyboarding skills.