



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

**Student Needed for
Museum Assistant Position on Saturdays
Part-Time**

Supervised by Museum staff, the Museum Assistant will complete collections and gift shop tasks as assigned and meet/greet/assist Museum visitors as required. Training will be provided. There are additional opportunities to assist with children's programs during Spring Break and the summer.

Collections tasks include:

- Entering records on DB Textworks, the artifact and archives database
- Re-housing negatives and prints
- Filing archival photographs
- Care and handling direction working with Museum collections

Gift shop tasks include:

- Sales on the point-of-sale system
- Assisting the visitor with sizes, selections, answering questions
- Dusting, folding shirts, restocking, and tidying gift shop inventory
- Counting inventory

Reception (meeting and greeting the public) include:

- Greeting visitors coming in the Museum entrance
- Explaining to visitors what there is to see in the Museum
- Answering visitor's questions about the Museum and community
- Answering the telephone
- Poster distribution

Opening Receptions (assist staff when there is an evening opening reception, sporadic):

- Set up/clean up with staff – come ½ hour early and leave ½ hour later than event.
- Maintain food and beverage service – milk for coffee, and refill punch and dessert
- Staff the downstairs main desk and assist attendees during the event.
- Sell in the gift shop and answer questions as required.

Other related duties may be introduced as time allows. The work hours are every Saturday, 12 noon to 4 p.m. (except holidays) from September to May, 10am to 5pm June to August. Training will be provided on the database. The position also requires a high

level of attention to detail and the ability to work independently alongside another Museum Assistant. Wear the panic pendant when alone. Working alone is kept to a minimum.

Work Hours:

- 6.5 Hours per Saturday, June – August
- 4 Hours per Saturday, September – May

How to Apply:

Submit your resumé to lavery@kitimatmuseum.ca

The Kitimat Museum & Archives is committed to diversity, equity, inclusion, and cultural safety. It is an equal opportunity employer and encourages applications from all qualified candidates.