

Assistant Administrator

Full-time (35 hours/week) | \$19/hour

Canada Summer Jobs contract position* (10 weeks - anticipated start date June 1 2024)

Job Description

Nelson Museum, Archives & Gallery, a regional museum, archives, gallery, and historical site, in beautiful Nelson, BC seeks an Assistant Administrator to join our dedicated team. Funded by the Canada Summer Jobs program, the successful applicant will gain valuable skills in the museum and gallery sector and will be better equipped to work in any museum, archives, or gallery in BC or Canada.

The Assistant Administrator will be an important member of the Nelson Museum team and will assist the Visitor Services Manager with front of desk duties, including gift shop coordination and daily operations, admission sales, membership sales and volunteer support.

The Museum Administrator will also be involved in the following aspects of the Museum functions:

- work with the Curator and Archivist with daily tasks such as correspondence, archives organizational tasks, registrations, text editing, and filing;
- assist the Communications and Development Manager and the Public Relations Representative (student) with museum community engagement, social media campaigns and gift shop marketing;
- Support the Executive Director with daily museum operations;
- this role will be vital and full of incredible learning opportunities, including supporting the ongoing decolonization and TRC Calls to Action work within the Museum in partnership with the ED, the Education Coordinator and the Decolonization and Social Justice Lead.

Job Requirements

- Meet all Canada Summer Jobs eligibility requirements;
- Good computer skills, familiarity with social media an asset;
- Ability to consistently perform delicate and detailed tasks at a high level;
- Customer service skills an asset.

This is a Canada Summer Jobs funded position. Candidates must meet the following criteria:

- be between 15 and 30 years of age at the beginning of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Candidates who identify with the Government of Canada's job equity groups (i.e. youth with a disability, Aboriginal youth, visible minorities and new Canadians) are encouraged to apply. We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

Deadline for applications: Friday, April 12, 2024 @ 4pm

Submit your cover letter, résumé and references to:

Jennifer Neal Dunkerson, Executive Director
director@nelsonmuseum.ca

Only those candidates selected for an interview will be contacted. Thank you to all for your interest!

**This position is dependent on funding.*