

Archives and Collection Assistant

Full-time (35 hours/week) | \$20/hour

Young Canada Works contract position* (May 20, 2025 - August 29, 2025)

Job Description

Nelson Museum, Archives & Gallery, a regional museum, archives, gallery, and historical site, in beautiful Nelson, BC seeks a qualified Archives and Collection Assistant to join our dedicated team. The Assistant, funded by the Young Canada Works program, 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 will support the work of Jean-Philippe Stienne, Archivist and Collections Manager at the Nelson Museum Archives & Gallery in the development of the archival digitization and supporting to enact the reconciliation framework for the archives. The position includes additional support for other museum departments in cultural heritage research and visitor services.

Job Requirements

- Meet all Young Canada Works eligibility requirements
- Minimum of one year of post-secondary academic education with a proven interest in history, anthropology, etc.
- Good computer skills, familiarity with digital photography an asset.
- Ability to consistently perform delicate and detailed tasks at a high level.
- Project management and customer service skills an asset.

This is a Young Canada Works funded position. Candidates must meet the following criteria:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada; Note: Non-Canadian student holding temporary work visas or awaiting permanent status are not eligible.
- Are legally entitled to work in Canada (have a valid social insurance number);
- Will be between 16 and 30 years of age at the start of employment;
- Meet the specific eligibility criteria of the program to which you apply; and
- Be registered as a high school, college, CEGEP, or university student.

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 25, 2025 @ 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.*