



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Collections Assistant

Closing Date: 3-April-2020

Term: May 11th – August 28th, 2020, dependent on funding

Job Status: Summer Student (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$16/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The Collections Assistant will report to the Curator and Collections Manager. The role of the Collections Assistant is to aid in the organization and documentation of the museum's collection. The Collections Assistant will work primarily with the museum's palaeontology collection and knowledge of and interest in fossil material would be considered an asset. The Collections Assistant may also have the opportunity to participate in fieldwork activities.

This is a Young Canada Works position. Candidates must be enrolled in the YCW program. Start date subject to funding approval.

Responsibilities:

- Develop a plan for a systemic inventory check of all accessioned and non-accessioned specimens, objects, and artifacts displayed and stored in multiple locations.
- Execute developed plan, matching paper records with physical specimens and recording location information on both paper records and electronically.
- Create a detailed record of non-accessioned items with physical locations.
- Create a detailed record of any inaccuracies or omissions associated with specimens or documentation.
- Aid in accessioning collections material including but not limited to: documenting the condition of, labeling and photographing specimens, as well as entering data into the collections database.

- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with other museum-related duties as assigned by the Curator and Collections Manager or General Manager.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Registration as a candidate with the Young Canada Works Summer Jobs Program.
- Enrollment in a related field of study: palaeontology, geology, museum studies.
- Strong computer literacy, with proficiency in database software as well as Microsoft Word and Excel.
- Understanding best practices associated with collections management.
- Being meticulous and detail oriented.
- Be able bodied and capable of lifting and carrying rocks, fossils and equipment that may weigh more than 20 kg (44 lb) across rough and uneven ground.
- Outdoor work or recreational experience would be advantageous. First aid certification would be considered an asset.
- Photographic skills would be considered an asset.
- Applicants must have a clear criminal record check prior to employment and be legally entitled to work in Canada.

Short term furnished rental accommodation is available within Tumbler Ridge at competitive rates.

Please send your resume and cover letter to curator@trmf.ca with the title “TRMF – Collections Assistant”.

We appreciate all applications; however, only short-listed candidates will be contacted.