



Western Development Museum
North Battleford

Box 183, Hwys 16 & 40
North Battleford, SK S9A 2Y1

P: 306-445-8033
W: wdm.ca

Western Development Museum - North Battleford Is accepting applications for the position of Collections Care Assistant - Summer

General Description:

The candidate will work directly under the supervision of the Facility and Grounds Supervisor. The Collections Care Assistant is responsible for ensuring the exhibits and artifacts, indoors and in the Heritage Farm and Village, receive excellent cleaning, care, and maintenance.

The successful candidate will gain valuable experience interacting with and accessing the needs of Museum visitors. This job presents an opportunity for the student to experience working with volunteers and staff and assigned tasks in a professional museum setting. **Only students continuing full-time post-secondary studies in the fall semester will be considered. This position is provided in part by a grant from The Government of Canada Young Canada Works Program.**

Duties and Responsibilities:

- Become familiar with aspects of museums, specifically the WDM North Battleford.
- Assist in implementing and updating care of artifacts procedures for the Heritage Farm and Village artifacts.
- Assist in cleaning and care of artifacts.
- Artifact inventories.
- Assist with Museum's annual summer event.
- General office and other duties as assigned.

Qualifications/Skills:

- Interest in and knowledge of Saskatchewan heritage.
- Interest in developing procedures for the care of cleaning of the Heritage Farm and Village artifacts and exhibits.
- Excellent written, oral, and interpersonal skills.
- Ability to work independently as well as in a team situation.
- Ability to work with volunteers and the public.
- Be responsible and possess a high level of integrity.
- Good computer skills.
- Ability to multi-task and meet deadlines.
- Interest and ability to work with all ages.

Conditions:

- This is full-time term position for a term of 16 weeks from May 8 - August 25, 2023. 8:45 am to 5:15 pm. Shifts include weekday, weekend and occasional evening work.
- Salary: \$14.46 - \$16.77 an hour.

Application deadline: March 31, 2023.

Apply to:
Collections Care Worker Selection Committee
Western Development Museum - North Battleford
P.O. Box 183
North Battleford, SK S9A 2Y1
E-mail: nbattleford@wdm.ca

Applications may be mailed, e-mailed or dropped off in person at the WDM North Battleford.

We thank everyone for applying for this position. Only applicants selected for an interview will be contacted. This position is dependent on funding from the Canadian Museums Association's Young Canada Works Program.

The WDM will conduct a screening process that is fair and equitable.