



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 position of Collections Assistant (Summer Student)

General Description:

The candidate will work directly under the supervision of the Facility & Maintenance Supervisor. The Collections Assistant is responsible for cleaning, care and maintenance of the exhibits and artifacts, indoors and in the Heritage Farm and Village as assigned.

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.**

Key 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 events.

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 perform multiple tasks and meet deadlines.
- Interest and ability to work with diverse ages and communities.

Conditions:

- **Salary:** \$17.06-19.78/hour
- **Work Schedule:** Approximately 16 weeks full-time term position from May 4 to August 28, 2026.
Hours: 40 hours per week. Hours of work are 8:45 am - 5:15 pm and will include weekday, weekend and occasional evening work.

Application deadline: March 27, 2026

Apply to:

If you're interested in joining our team, please submit **your cover letter and resume**, outlining your qualifications and experience to <https://careers.risepeople.com/western-development-museum/en>.

Attn:

Collections Assistant Selection Committee
Western Development Museum - North Battleford
P.O. Box 183
North Battleford, SK S9A 2Y1

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 welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Breanne at 306-934-1400 or blessard@wdm.ca