

MUSEUM COLLECTIONS ASSISTANT

Term: September to December 2020

Job Type: Short term contract

Location: Musée Héritage Museum, St. Albert Place, 5 St. Anne Street, St. Albert

Workdays: 2 days a week (7 hours a day) Workdays are negotiable

Wage: \$22.46 per hour

The Musée Héritage Museum is looking for a Collections Assistant to assist with a short-term project. As part of an ongoing storage upgrade project new shelving is being installed providing an opportunity to update the museum database and re-house collection items. The Collection Assistant will work with the Curator to assist in caring for the collection items during the upgrade.

Further details about the Musée Héritage Museum can be found at museeheritage.ca

This job will require:

- Museum inventory and collection experience.
- Working in the museum database.
- Knowledge in the tracking and rehousing of artifacts.

Based on CMOH directives the Arts and Heritage Foundation has implemented protocols to reduce the spread of Covid-19 and for the health and safety of all our staff and visitors. A safety specialist and museum staff will provide training to inform you of the protocols and policies currently in effect within our organization.

Deadline for applications is 5 pm MST on Wednesday September 23, 2020

Please send a resume/CV with a summary of your education and experience with two references to:

Joanne White

curatormhm@artsandheritage.ca

Questions can be emailed to the same address.