



## 2024 Summer Employment Job Description

**Job title:** Museum Assistant

**Job Type:** Temporary/Student

**Duration:** April 30<sup>th</sup> – August 31<sup>st</sup>

**Hours:** 30 hours per week

**Wage:** \$18/hour

The Gem of the West Museum Society operates a large rural museum in the old Mennonite Brethren Church owned by the Town of Coaldale. The Museum is open six days a week from 9 a.m. to 4 p.m. on weekdays and 10 a.m. to 4 p.m. on Saturdays from May till September.

### **Main Duties:**

- Work with the Society Manager and the Collection Management Committee on inputting the backlog of artifacts within the museum's collection into the past-perfect database. Proper artifact cataloguing involves researching, labelling, photographing, and storing or displaying artifacts.
- Take on the role of creating a mood board for potential new exhibits. A mood board will contain the layout of the space, what artifacts to display, and researched information that will be presented on wall-mounted boards. It will also contain colour patterns and a cost analysis with potential grants to assist in the cost.
- Assist with other duties and functions as required
- With the exception of tours and general walk-in visitors, most of the time will be spent on these two primary duties.

### **Secondary Duties:**

- The Assistant will be scheduled to work Tuesday to Saturday from 9:30 am to 4:30 pm.
- They will have the day-to-day tasks of the museum operations, including opening and closing the security gates on each exhibit space, providing tours to individuals, families, or other groups, assist with the publication of digital social media content.

### **The ideal candidate will:**

- Excel at public speaking and engaging with members of the public

- Possess strong verbal and interpersonal skills
- Be efficient and well organized
- Be able to work well independently with minimal supervision
- Knowledge of digital media  
Knowledge of or being able to learn Microsoft Office programs, WordPress  
, and Past Perfect software.

Applicants must meet the eligibility requirements for Canada Summer Jobs.

Submit resumes in person, by mail, or email to:

Gem of the West Museum Society  
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1306 – 20<sup>th</sup> Street, Coaldale, Alberta  
T1M 1M4  
(403) 345 1377  
[gem@coaldale.ca](mailto:gem@coaldale.ca)