



Museum of the Cariboo Chilcotin

1660 B Broadway Ave S.
Williams Lake, BC V2G 2W4

The Museum of the Cariboo Chilcotin is seeking students with interests in local history to complete curatorial projects and assist with the operations of the museum for summer 2019.

Qualifications:

- Currently enrolled in and returning to full-time secondary or post-secondary studies. A background (Major or Minor) in Museum Studies, History, Anthropology, Library Science, Archeology, Sociology, Indigenous Studies, or Tourism/Business is encouraged but not required.
- Legally entitled to work in Canada (Canadian Citizen, permanent resident or refugee status in Canada) between 15 and 30 years old as per the Canada Summer Jobs and Young Canada Works guidelines (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>).

Skill and Knowledge Requirements:

- Excellent research, organizational, interpersonal, and communication skills;
- Strong writing, speaking, and critical thinking skills;
- Flexible, resourceful, able to work both as part of a team and independently within workplace guidelines while maintaining a positive and safe work environment;
- Able to switch between various ongoing projects and prioritize goals as needed;
- Robust knowledge of computer software applications including Microsoft Office;
- Ability to efficiently multitask as well as manage projects on the go;
- Ability to problem-solve and clearly articulate issues and solutions to other members of the team;
- Customer service skills are an asset.

Intended Career Outcomes:

Successful applicants will:

- Develop their knowledge of local history, arts, and culture.
- Gain an appreciation for business administration, tourism, and marketing.
- Learn basic artifact conservation and heritage organization techniques and classifications.
- Gain experience in project management, heritage programming, and event coordination.
- Expand their transferable skillsets (e.g. communication, interpersonal, computer skills).

Title: Museum Summer Assistant

Term: Seasonal full-time, for 16 weeks between early May and the end of August, 2019.

Wage: \$14.00/hour for 40 hours per week.

Application Deadline: April 30, 2019

We thank all applicants for their interest – only those selected for an interview will be contacted.



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Required Documents:

- Resumé
- Cover Letter
- Copy of Post-Secondary (unofficial or official) Transcript and proof of enrollment in Fall 2019 semester.

Please apply via email by sending documents to the Museum: mcc@wlake.com. Inquiries can also be made to Museum Coordinator Joe Borsato at the Museum at 250-392-7404 or on location at B-1660 Broadway Ave S, Williams Lake, BC. For Museum hours, please visit our website at www.cowboy-museum.com. This position, including but not limited to the wage amount and term of employment are subject to funding through the Canada Summer Jobs and Young Canada Works programs for 2019.

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