



## STUDENT JOB POSTING

### AGASSIZ-HARRISON MUSEUM AND TOURIST INFORMATION CENTRE

**Job title** Collection Assistant / Tour Guide  
**Duration** 16 weeks  
**Start** May 2017  
**Language** English

**Job Description** The Collection Assistant / Tour Guide will assist the Agassiz-Harrison Museum staff and volunteers with the Museum operations and preservation, access and interpretation of historic artifact and archives collections. Specifically, the student will:

- inventory, rehouse and catalogue artifact collections on the museum's database
- help visitors with research requests
- represent the Museum at special events
- undertake visitor information services
- assist with social media and communications
- provide museum tours that tell the stories of the Agassiz-Harrison area

**Position requirements** Candidates must be enrolled full-time in a post-secondary institution and intending to return to full-time studies in the fall. They must be eligible to work in Canada and between the ages of 16-30. The ideal candidate will have:

- excellent organization, interpersonal and communication skills
- advanced skills working with computers and computer programs such as Microsoft Office, Photoshop, and collection management system
- working knowledge of Agassiz-Harrison and surrounding area
- high attention to detail and high level of accuracy
- an ability to lift and move large objects (30 lbs)
- experience working with senior citizens
- interest or experience in history, museum studies, archives studies, tourism or library technology is considered an asset

The position is dependent on receipt of funding.  
Training will be provided to successful candidates.

**Apply** Please send your application electronically attention to Manager/Curator:  
[agassizharrisonmuseum@shawbiz.ca](mailto:agassizharrisonmuseum@shawbiz.ca)

**Application deadline** May 12, 2017