



## **Hiring: Collections Assistant at Tipple Park Museum**

Tipple Park Museum is seeking a Collections Assistant to join our team! Tipple Park Museum is a local history and arts museum located in Evansburg, Alberta.

This is a permanent position, 30 hours per week. The wage is \$16-\$17 per hour.

### **Responsibilities include:**

- Collections and archives:
  - Accession, catalogue, and store artifacts.
  - Manage the conservation, preservation, and display of artifacts and archival documents.
  - Work with the manager to reorganize and document collections and archives.
  - Respond to public inquiries and research requests about the collection.
- Programming:
  - Assist with weekly programs, events, and school programs.
  - Work with the manager to develop new programs.
- Visitors Services:
  - Give guided tours to the public through historical buildings.
  - Operate the museum gift shop.
- Marketing:
  - Post advertisements on social media platforms.
- General:
  - Open up for evening meetings and functions.
  - Assist with daily cleaning, including bathrooms, boardroom, general area, exhibit room, and historical buildings.

### **Qualifications:**

- High school diploma. Diploma in museum studies or equivalent preferred.
- Valid drivers' license and reliable vehicle.
- Clear Vulnerable Sector Check.
- Interest in the history of the Evansburg and Entwistle area.
- Excellent computer skills.
- Ability to work flexible hours, including evenings and weekends.
- Skill in written and verbal communication, interpersonal skills, organization and attention to detail, and a positive attitude.
- Comfortable working with people of all ages, including children.
- Certification in First Aid/CPR an asset.

Apply by emailing a resume and cover letter to Phoebe Amendt at [tippelparkmuseum@gmail.com](mailto:tippelparkmuseum@gmail.com). The application period will close on October 12, 2024.

We thank all applicants for submitting a resume, but only those selected for an interview will be contacted.