



Rainy River First Nations Invites Applications for the position of **Museum Assistant**

Job Description:

The Museum Assistant will report to the Curator and Museum Technician and will be responsible for rehousing the existing archaeological and ethnological collection in updated storage containers. This will include the completion of minor renovations and the acquisition of materials and supplies. Data entry, artifact photography, and record keeping may also be required. This position will work closely with the Museum Intern and provide training to the intern when needed. This position is a temporary, full-time (35 hours a week) position beginning May 6th, 2019 until November 1st, 2019 with an hourly wage of \$22.00/hour.

Job Duties:

- Organize, arrange, and rehouse artifacts using updated inventory procedures and record keeping protocols. This may include the handling, cleaning, and basic conservation of objects according to accepted museum practices and procedures.
- Design and create customized storage containers using conservation-safe materials.
- Print, organize, and distribute all pre-made artifact cards.
- Maintain accurate records of rehousing process.
- Prepare condition reports as needed.
- Scan contextual information and photograph artifacts. Must use proper lighting and photo editing techniques.
- Assist with training and direction of volunteers and intern.
- Provide progress reports and/or presentations as requested.
- Monitor and maintain a safe work area.

Qualifications:

- Minimum of post-secondary degree or diploma in museum studies, collections management, archaeology, or equivalent work experience.
- One to three years' experience in collections management and/or archaeological or ethnological cataloguing. Must be familiar with handling artifacts and sensitive objects.
- Must be comfortable with public speaking.
- Knowledgeable in the archaeological and cultural history of northwestern Ontario and the Rainy River region is an asset.
- Detail-oriented and able to accurately record information.
- Demonstrated ability to work with minimal supervision and function as part of a team.
- Familiarity with collections management software (knowledge of Filemaker Pro is an asset).
- Familiarity with photo-editing software (Photoshop or GIMP)



- Strong computer skills including proficiency in data entry and experience with Microsoft office programs and Apple products.
- Ability to meet the physical demands of the position.

Terms and Conditions:

- Must be able to provide current Criminal Reference Check satisfactory to RRFN.
- Must adhere to the Rainy River First Nations' Drug Testing Policy.
- Must have valid driver's license and access to a vehicle or ability to find alternate means of transportation.

Notice: All employees of KNCWN and Rainy River First Nations are subject to random drug testing.

Please apply in writing by 4:00 PM on April 26th, 2019. Applications must include a cover letter, current resume, and three (3) employment related references (two of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to: Verna DeBungie, Human Resources Officer
Rainy River First Nations
P.O. Box 450
Emo ON, P0W 1E0
Email: v.debungie@rrfns.com

For further information, please contact **Verna DeBungie**, Human Resources Officer at (807) 482-2479 ext. 249.

We thank all applicants but only those invited for an interview will be contacted.

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