



## Rainy River First Nations Invites Applications for the position of Museum Intern

### **Job Description:**

The Museum Intern will report to the Museum Assistant and Museum Technician. They will aid the Museum Assistant in the rehousing of the existing archaeological and ethnological collection into updated storage containers. They may also aid in the completion of minor renovations or installations and the acquisition of materials and supplies. On-site training in basic data entry, artifact photography, and record keeping may take place. This position is a temporary, part-time (21 hours per week) position beginning May 6, 2019 until November 1, 2019, with an hourly wage of \$14.00/hour.

### **Job Duties:**

- Rehouse artifacts under the direction and supervision of the Museum Assistant.
- Aid in the construction of customized storage containers.
- Distribute all pre-made artifact cards into appropriate object bags.
- Scan contextual information and photograph artifacts as needed. Must use proper lighting and photo editing techniques (on-site training available).
- Maintain safe work area.
- May be asked to present progress reports on behalf of the Museum Assistant.

### **Position Requirements:**

- Must be a minimum of 16 years of age.
- Must be comfortable with handling artifacts and sensitive objects.
- Must have an interest in the archaeological and cultural history of the Rainy River region.
- Must be willing to learn new skills.
- Must have basic computer skills. Experience or proficiency in Microsoft Office programs or Apple products is an asset.
- Familiarity with photo-editing software is an asset.
- Ability to meet the physical demands of the job.

### **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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