

<b>Position:</b>	<b>Archives &amp; Collections Team Members</b>
<b>COMPANY:</b>	Lacombe Museum
<b>LOCATION:</b>	Lacombe
<b>HOURS:</b>	Seasonal Full-time; May 11 – September 3
<b>SALARY:</b>	\$16.50/hour
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Applicants eligible for Young Canada Works or Canada Summer Jobs funding are given preference as posts are grand dependent; Post-secondary students that are returning to school in the fall</li> <li>• Background in museum studies, education, performing or fine arts, anthropology, sociology, history, or library sciences is preferred</li> <li>• Must be available evenings and weekends</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Digitize records and items in the Collections following the LDHS Digitization Strategy and assist with the museum move from the Michener House to the Flatiron building Museum</li> <li>• Welcome visitors to the Museum</li> <li>• Provide visitors with information about the Museum</li> <li>• Inventory and process items</li> <li>• Answer public research inquiries</li> <li>• Assist Museum Assistant with the installation of exhibits</li> <li>• Assist in content creation using LDHS collection to increase public accessibility for LDHS online presence, including website and social media assets</li> </ul>
<b>POSTING DATE:</b>	March 8, 2022
<b>CLOSING DATE:</b>	March 31, 2022
<b>HOW TO APPLY:</b>	Submit resume with cover letter highlighting relevant experience by e-mail to <a href="mailto:info@lacombemuseum.com">info@lacombemuseum.com</a>