



## **Cultural Collections Assistant**

Temporary, full-time – 35 hours per week

6 May, 2024 – 23 August, 2024

\$20.00 / per hour

### **Come work with us!**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **What is the opportunity?**

We are currently recruiting temporary, full-time **Cultural Collections Assistants** for our Cultural Development team.

The Cultural Collections Assistant reports directly to the Heritage Coordinator. This position will help with the advancement of the inventory, cataloguing and digitalization project.

### **What will you do?**

- Review existing documentation by consulting pre-existing records, databases, accession records or catalogues related to the collection.
- Physically identify each artifact and record the precise location of each artifact within the museum.
- Transfer existing cataloged information to a collections management database.
- Record additional essential details including artifact type, dimensions, materials, provenance and any relevant historical information not captured in the existing catalogue.
- Capture high-resolution images with clear and detailed representations of each artifact with cameras.
- Integrate digital files into the museum's collection management system to ensure seamless access and retrieval of digitized content.
- Complete an individual research project and develop content for exhibits, programming, and online use.

### **What do you need to succeed?**

You are an ideal candidate if you have the following:

- Must be registered on the Young Canada Works online candidate inventory
- High School diploma

- Must be a current student between the ages of 16 – 30 (as per Young Canada Works eligibility)
- Have been a full-time student in the semester preceding
- Intends to return to full-time studies in the semester following
- Some training or experience in museology, cataloguing, artifact photography or conservation is an asset

**MyRewards@COL**

- Annual City of Leduc recreation pass, including access to free drop-in programs

Successful candidate must be willing to obtain a Criminal Record Check at own expense

If this sounds like you, we want to hear from you! To apply, please visit our website at: [www.leduc.ca/careers](http://www.leduc.ca/careers)

Competition closes at **11:59 pm (MT) on 24 March, 2024**. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.