



Join the YouthLink Team!

YouthLink is looking for full time Collections Assistant to join our team for this upcoming summer, May 20th – August 30th, 2024.

Collections Assistant

Calgary, Alberta - Full Time – Fixed-Term Contract

35-hr work week, Monday to Friday

\$18/hr.

About YouthLink

We are a not-for-profit organization, and a partner of the Calgary Police Services (CPS), where we aim to educate our program participants and visitors about crime prevention, forensic science, and the Calgary Police Service history within Calgary. YouthLink is unique in offering one-day school field trips, full-day camps, week-long police school, and an after-school newcomers' program. YouthLink staff strive to build meaningful relationships between youth and police. As a cutting-edge police interpretive museum, we're committed to hiring positive, energetic individuals who share our passion for crime prevention and helping kids in our community stay safe for life.

The Role of a Collections Assistant

YouthLink is seeking an up-and-coming museum professional to assist the collections and archival team in artifact processing, care and inventory! This care includes both physical handling and storage of collections, as well as the creation of a corresponding records catalog in our artifact database, Past Perfect.

Specifically, the Collections Assistant will:

- Complete paperwork on new items, filling of forms and maintaining the artifact register.
- Numbering and creating new database records for incoming accessions.
- Photographing new artifacts and completing and maintaining condition reports for new artifacts.
- Assigning new locations and rehousing exhibit collection items.
- Identifying items for possible deaccessioning.
- Working on research projects related to the history of the Calgary Police Service.
- Install, arrange, assemble, and prepare artifacts for exhibition, ensuring the artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set up.
- Research and record the origins and historical significance of collection materials.
- Participate in team exhibit content development meetings and assist in brainstorming for various exhibit elements, both contextual and interactive. These may include but are not limited to, text panels, interactive games, quizzes, or tactile features etc.
- Enter information about museum collections into computer databases and preparing reports on various collections.
- Working in conjunction with a team of museum and archival assistants

Qualifications

- In the process of completing their undergraduate degree, or diploma in a field closely related to Collections Assistant, such as history, museum studies/interpretation, anthropology, technical theater, set design or similar.
- Experience working in a museum environment ie. museum cataloguing, photographic preservation, handling artifacts would be considered an asset.
- Proficient in Microsoft Office Suite.
- Experience with the use of photographic and digitization equipment would be considered an asset.
- Excellent research and time management skills.
- Strong attention to detail and ability to work independently.
- Interpersonal skills: effective communication both verbal and written; must be able to work as part of a team.
- Passionate about history and museums.

Additional Information:

- This is a full-time position working a 35-hour work week, from Monday to Friday. The person in this position may be asked to work weekends and evenings on occasion and may be asked to attend external presentations and events.
- A CPS enhanced security clearance and vulnerable sector check will be required for this position.

***This position is a grant funded position through the Canadian Heritage Young Canada Works grant program.**

You are eligible to apply for this position if you meet the following criteria:

- Currently enrolled in University or college and intending to return to full-time studies in the semester following the job.
- Are a Canadian citizen, or a permanent resident, or have refugee status in Canada; Note: Non-Canadian students holding temporary work visas or awaiting permanent status are not eligible.
- Are legally entitled to work in Canada.
- Will be between 18 and 30 years of age at the start of employment.
- Are willing to commit to the full duration of the work assignment.
- Will not have another full-time job (over 30 hours a week) while employed.
- Have been a full-time student (as defined by your educational institution) in the semester preceding the job.

Application Process:

Please submit your cover letter and resume directly to YouthLink at swoodridge@calgarypolice.ca and place 'Summer Collections Assistant Application' in the subject line.

We appreciate your interest in YouthLink. Please note that only resumes with a cover letter will be considered. Thank you to all who apply; Only candidates who meet the requirements of the role will be contacted.

At YouthLink, we hold a firm commitment to promoting diversity, equity and inclusion, and value all individuals equally. We strive to create a sense of belonging for staff members in all areas and we believe in respecting, reflecting, and responding to the variety of communities and people we serve. Different backgrounds, talents, skills, experiences, and perspectives strengthen our organization and the communities in which we work and live. We are committed to fostering an inclusive environment that enables collaboration and creativity—empowering our employees to be their best.