

Job Description

The Atlas Coal Mine is a nationally designated, locally operated industrial heritage site in the badlands of Drumheller, Alberta. We are the most complete coal mining museum in Canada, preserving an intact historic landscape, buildings, machinery, objects, and archives.

Projects in 2018 will focus on Condition Assessments of historic structures and artefacts. Recent donations, archives, conservation treatments, and exhibit maintenance will comprise some of the summer's work.

Project and Job Objectives

The object of the project is to steward the historic resources held in trust by the Atlas Coal Mine Historical Society, for the benefit of all Canadians. This material will enrich programs, be available for researchers, and preserve technology from an earlier time.

Job Overview

Catalogue recent archival and artifact donations to the Atlas Coal Mine, and update the database. Look after exhibits through inspection, cleaning, and repair as needed. Conduct Condition Assessments on artefacts & structures in collaboration with Executive Director and Building Conservator.

Tasks

- Catalogue recent donations to the Atlas Coal Mine, following procedures laid out in the Collections Management Policy and Procedures handbook.
- Maintain exhibits through inspection, cleaning, and repair needed.
- Learn about the history of the Atlas Coal Mine and Drumheller Valley.
- Become familiar with the objects and archival material preserved here, and appreciate their value.
- Learn how to drive the Mantrip Locomotive and be a back up train driver.
- Communicate new findings about objects to the interpreters.
- Review the database, and correct errors as time allows.
- Other related duties, as requested by the Executive Director
- Occasional front desk duty
- Conduct public programming and presentations (both internal and external) - occasional
- Assist in conception & development of the Omer Patrick Exhibit in the Mine Managers Office as time allows.
- Develop and deliver Collection Connections talks with the Curator

Qualifications

Must have at least one year post-secondary education, and plan to return to school in the fall. First-aid an asset. A valid driver's license a must. A car is an asset as we're located 15 minutes east of Drumheller.

We seek a student with interest in heritage and museum practice who can learn and apply the principles of collections management. Must be comfortable working with the public & making presentations.

Training in museum studies is a strong advantage. Coursework in history, science, math, library science, or technology is an asset. We are looking for a good work ethic, adaptability, mechanical aptitude, and personal leadership skills. Mastery of Microsoft Access, and attention to detail are important attributes of the candidate. The student must be physically fit, and relish the challenge of working outside.

Job Term: April 30th - Sept 3rd, 2018

Wage: \$16.50 / hour

Application Deadline: March 26th, 2018

Email your Cover Letter, Resume, and References to curator@atlascoalmine.ab.ca

ATTN: Jay Russell

Visit our job site at <https://atlascoalminesummerjobs.weebly.com>

Visit our website at www.atlascoalmine.ab.ca