

Post Secondary Student Program Positions

The PEI Museum & Heritage Foundation has two pending positions we would like to fill in our museum's Artifact Collections division. This is where our collection of over 100,000 natural history and historical artifacts is managed, preserved, documented and programmed at sites, in exhibits and online for access by the public. The student would be working on meaningful, active projects involved with the management of the collection with a collaborative and collegial team of museum professionals. Through this placement, the candidate will gain valuable museum skills as well as many job skills transferable to other professions.

Duration: 12 weeks

Rate of Pay: 16.86 Step 1, university (dep. on provincial guideline for public sector)

Dates (pending): May 23- Aug 11, 2023

Education and Required Skills

University studies with a focus on history, anthropology, archaeology, natural history or cultural studies. Student will be interested in gaining skills in the museum profession, and have an attention to detail, research skills, database experience and excellent work ethic and flexibility.

Position 1:

Museum Asset Management Assistant

Specific duties include:

- researching accession records to provide logistical support of a major 2023 collection management project;
- accessioning newly acquired artifacts, including assessing condition, applying identification numbers and describing and researching the item to help create rich meaningful records about the collection;
- assisting with site inventories of displayed collection material located across the Island; visiting sites to document long-term loan status;
- housing artifacts within the collections facility following best practices;
- providing artifact information for our social media platforms;
- participate in pest management measures and monitoring environmental equipment to protect the collection; and
- other collections tasks which will support developing professional museum skills and future employment

Position 2

Natural History Collection Mgt. Asst.

Specific duties include:

- accessioning newly acquired natural history specimens, including assessing condition, applying identification numbers and describing and researching the item to help create rich meaningful records about this collection;
- assessing the natural history collection storage requirements and housing these specimens according to best practices
- providing artifact information for our social media platforms;
- participate in pest management measures and monitoring environmental equipment to protect the collection; and
- other collections tasks which will support developing professional museum skills and future employment

To apply, send resume and letter of interest to:

Lesley Caseley, Registrar lcaseley@gov.pe.ca