



**Rainy River First Nations**  
Invites Applications for the position of  
**Museum Technician**  
**(1 Full-Time Permanent Position)**

The Museum Technician reports to the Curator and will be responsible for the short-term and long-term care of the museum collections at the Kay-Nah-Chi-Wah-Nung Historical Centre. This includes cataloguing and photographing the collection, accessioning and de-accessioning items, keeping databases updated, monitoring temperature and humidity in the collections and exhibit areas, conducting minor conservation when needed, aiding with program budgets and funding applications, training other staff and volunteers, and providing access to the museum collections to the community. This is a full-time (35 hours a week) position including benefits after the probationary period.

**JOB DUTIES:**

- Cataloguing and photographing the collection (includes accessioning/de-accessioning);
- Design and create customized storage containers using conservation-safe materials;
- Print, organize, and distribute all pre-made artifact cards;
- Prepare condition reports as needed;
- Work with Curator to develop temporary exhibits from our collection pieces;
- Provide progress reports and/or presentations as requested;
- Monitor and maintain a safe work area.

**QUALIFICATIONS:**

- Minimum of post-secondary degree or diploma in museum studies, collections management, archaeology, or equivalent work experience;
- One to three years' experience in collections management and/or archaeological or ethnological cataloguing. Must be familiar with handling artifacts and sensitive objects;
- Must be comfortable with public speaking;
- Knowledgeable in the archaeological and cultural history of northwestern Ontario and the Rainy River region is an asset;
- Detail-oriented and able to accurately record information;
- Demonstrated ability to work with minimal supervision and function as part of a team;
- Familiarity with collections management software (knowledge of Filemaker Pro is an asset);
- Familiarity with photo-editing software (Photoshop or GIMP);
- Strong computer skills including proficiency in data entry and experience with Microsoft office programs and Apple products;
- Ability to meet the physical demands of the position.



**TERMS AND CONDITIONS:**

- Must be able to provide Criminal Reference Check satisfactory to the First Nation;
- Must adhere to the Rainy River First Nations' Drug Testing Policy;
- Must have the ability to work flexible work hours, including evenings and weekends;
- Must have valid driver's license and access to a vehicle or ability to find alternate means of transportation

Please apply in writing by 4:00 PM on Friday, October 9th, 2020. Applications must include a cover letter, current resume, three (3) employment related references (two of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:                      Rainy River First Nations  
P.O. Box 450  
Emo, On P0W 1E0  
Email: [jobs@rrfns.com](mailto:jobs@rrfns.com)

For further information, please contact Kayleigh Speirs at (807) 483-1163.

**We thank all applicants but only those invited for an interview will be contacted.**