



**The Rooms Young Canada Works Summer Student Employment Opportunity
Natural History Collections Assistant with the Gallery and Museums Division**

Hourly wage: \$15.40/hr

Start date: As early as June 1st, 2022

End Date: Late August-Early September, 2022

35 hrs/week, 560 hours total.

The Rooms is an innovative, culturally relevant institution that represents and showcases Newfoundland and Labrador to itself and to the world, and brings the wider world to its doorstep (www.therooms.ca). It is home to the province's archives, art gallery, and museum and is located in downtown St. John's (www.stjohns.ca), Newfoundland and Labrador (www.newfoundlandlabrador.com).

The Natural History Collections Management Assistant will work with specimens and related databases, documentation and inventories. They will organize collections, house specimens, and update, upgrade and enhance catalogue records and inventories of the Museum Division's diverse natural history collections. This work will involve handling, inventorying, packaging, photography, digitization, and data entry. Professional museum staff will provide specialized training, supervision and experience in the tasks outlined above, and provide knowledge of museum and collections work.

Candidates should be at least one year into a degree in one of the following fields of study: museum studies, records management, environmental or natural sciences, such as biology, geology or paleontology. They should be willing to learn new skills and be interested to work with specimens, records and databases. Knowledge of taxonomy, botany, zoology, paleontology, or the geography and natural history of Newfoundland and Labrador, and experience with museums, collections, spreadsheets or databases would be assets. Candidates should possess excellent oral and written communication, organizational, computer and time management skills, be detailed oriented and skilled with their hands. They should have the ability to establish and maintain effective working relationships while working independently and in a team environment.

The successful candidate will work 7 hours a day, Monday to Friday. A Certificate of Conduct from a law-enforcement organization (for example, the Royal Newfoundland Constabulary) will also be required.

The candidates must fulfill the requirements of the Young Canada Works program:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).
- Are legally entitled to work in Canada.
- Will be between 16 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) during the Young Canada Works (YCW) work assignment.
- Have been a full-time high school, college, CEGEP or university student (as defined by their educational institution) in the semester preceding the YCW work assignment.
- And intend to return to full-time studies in the semester following the YCW work assignment.

The Rooms is an Equal Opportunity Employer.

Please forward resumes to nathaliedjanchekar@therooms.ca. For further information, please contact Nathalie Djan-Chékar at (709)-757-8082.

Deadline: May 11th, 2022