

The Diefenbaker Canada Centre is recruiting!

The Diefenbaker Canada Centre (DCC) is a unique facility. As Canada's only Prime Ministerial museum in Western Canada, the DCC's purpose is to help people make meaningful and personal connections to ideas of citizenship, leadership, and Canada's role in the international community. Exhibitions hosted by the DCC emphasize the history and importance of such concepts as Canadian nationalism, political leadership, and symbolism. The DCC is committed to educating and engaging its visitors through programming relating to its mandate and permanent collections. For more information about the DCC, please visit www.diefenbaker.usask.ca.

The DCC is recruiting for a full-time Exhibit and Collections Technician (ECT) intern for a 20-week period, from October 18, 2021, to March 18, 2022 (there is a two-week unpaid holiday closure in December). Candidates must be a recent graduate of a college or university program, ideally in museology or fine arts. The rate of pay is \$18 per hour.

Under the guidance and mentorship of the Curatorial, Collections, and Exhibits Manager (CCEM), the Exhibits and Collections Technician will gain professional experience in a museum setting through experiential learning. Working directly with the collections, the ECT will assist with artefact research, documentation, digitization, data entry, and storage system review, thereby contributing to and learning about how collections are managed. These practical, transferrable skills will give the intern an opportunity to discover career options in the heritage sector, increase their competencies, and prepare them for a career in museology and collections management.

The ideal candidate will have knowledge of and experience in or the willingness to learn the following skill set:

- have experience working in a museum or heritage setting
- have the ability to follow directions
- be able to communicate effectively, both orally and in writing
- be detail oriented
- be computer literate, and have the ability to use/learn various computer applications
- have excellent interpersonal skills and the ability to work effectively as part of a team and independently; be tactful, sensitive, and pleasant to needs and opinions of others
- work under time constraints and meet deadlines while working on multiple projects
- have good attendance
- be flexible, adaptable and take initiative
- have strong research skills, and the ability to learn and retain information
- have strong organizational skills and the ability to set and adhere to work priorities
- must be able to lift 25 lbs, climb ladders, work within 32-inch aisles, and do repetitive tasks with few breaks
- proficiency with MS Excel and knowledge of and ability to work on the internet and with various programs and applications related to databases. Experience with Adobe Photoshop and InDesign is beneficial.
- The ability to communicate in French (both oral and written) would be considered an asset.

This position is funded through Young Canada Works at Building Careers in Heritage, Graduates program. Candidates must meet all YCWBCH program eligibility criteria.

This position requires flexibility and may include evening and weekend shifts.

The DCC is dedicated to assisting in the development and career enhancement of its interns. The DCC has a proven track record of providing quality employment opportunities, during which interns gain valuable work experience and practical skills, expand their knowledge in the field of museology, and have the opportunity to experience a vibrant cultural workplace. In turn, the DCC has benefited from passionate interns who are excited to share their knowledge and ideas.

Applications will be considered beginning September 6, 2021, and will be accepted until the position is filled.

To apply, send the following information **in a single PDF file** by email to jsgs-hr@usask.ca (note that the subject line of the email must state, "Exhibits and Collections Technician intern application"):

- Resume;
- Cover letter stating how you meet the qualifications, why this position appeals to you, and what you feel you can bring to the Diefenbaker Canada Centre team; and
- Names and contact information of three references.

USask is strongly committed to a diverse and inclusive workplace that empowers all employees to reach their full potential. All members of the University community share a responsibility for developing and maintaining an environment in which differences are valued and inclusiveness is practiced. The University welcomes applications from those who will contribute to the diversity of our community.

The USask main campus, on which the DCC is located, is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

Saskatoon is a city with a prolific arts and culture scene; there are many events, festivals, and tourist attractions to be enjoyed throughout the summer. The DCC itself is located on the banks of the South Saskatchewan River and is connected to the Meewasin Trail, a 90 km walking trail that runs through the middle of the city. Find out more about Saskatoon at <https://www.tourismsaskatoon.com/>.