



Canadian Energy Museum | Leduc/Devon Oilfield Historical Society

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50339 Highway 60 South
Leduc County, Alberta
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Collections and Exhibits Assistant

The Canadian Energy Museum is seeking a dynamic young staff member to assist our Collection and Exhibition Manager in the areas of artifact documentation and care, and exhibit writing and planning.

The [Canadian Energy Museum](#), home to the Leduc #1 National Historical Site, tells the stories of Alberta and Canada's oil and gas history, as well as its present and future in alternative energy. We offer a 5,000 sq ft indoor facility as well as a large equipment and vehicle open air exhibit; with roughly 10,000 objects in the core collection and 10,000 additional print objects in its research library.

The role of Collections and Exhibits Assistant offers the opportunity to get paid, hands-on experience in a medium-sized museum, with a diverse collection, and in an array of tasks related to collections management and exhibition improvement. At present, the museum is partway into a 5-year planned collection overhaul and upgrade to improve documentation and storage. Alongside this, 2025 will be focused on revitalizing and growing all exhibit texts onsite. The role's focus will be split between processing artifacts into collections management software and placement into new storage locations; and assisting in the review, writing, and implementation of exhibit texts throughout the museum. This is a great opportunity to build experience in the GLAM field, and hone skills in your areas of interest. Flexibility is available for the candidate to dedicate some time each week to a project of their choice, that may align with their personal interests or future career aspirations. The museum is dedicated to providing an opportunity for skills growth in the chosen candidate, including providing relevant one-on-one skills training.

As part of this role, tasks and responsibilities will include:

- **Artifact Accessioning and Documentation** — In line with our 5-year plan to overhaul and upgrade the documentation of artifacts, the chosen candidate will be assisting in all stages of object documentation, including identification of objects, new accessioning into management software (CatalogIt, training provided), application of accession numbers, photographic documentation, condition reporting, and storage. This will make up roughly 30-40% of all activities.
- **Digitization** — As part of the accessioning and documentation process, the candidate will be trained in both photographic and flat-bed scanner digitization for various objects.



- **Collection Space Rearrangement** — As objects are processed, the following may be needed to accommodate the improved storage of artifacts: the movement of shelving and other furniture; the creation of storage containers; and general cleaning and tidying of storage spaces.
- **Exhibit Writing** — In 2025, the goal is to review and re-write the majority of our exhibit spaces' text panels to update content, expand information, and better communicate technical processes. This will involve assessing current texts; identifying gaps and weaknesses; new and supplementary research; translating learned information into clear exhibit text; producing two levels of panels for 'casual visitors' and 'experienced visitors'; and the installation of new text panels. This will make up roughly 20-30% of all activities.
- **Exhibit Design** — As part of the ongoing revitalization of the exhibit spaces, the candidate will be helping with small rearrangements and redesigns throughout the exhibition spaces. This will include creative problem-solving; exhibit planning; moving artifacts of various sizes and weights; and some graphic design work.
- **Special Project Research** — In 2025, the Museum will be continuing an open-ended project to document and highlight the history of women in the oil and gas industry, with a specific focus on the Association of Oil Wives Clubs and the Association of Desk and Derrick Clubs. The candidate will be helping with supplementary research, building relationships with these organizations, and planning for future exhibit content.
- **General Operational Tasks** — As part of the Museum Team, the candidate will also be expected to assist with general operational tasks like facilities cleaning and maintenance; clerical tasks; front-desk customer service; receiving new artifact donations; opening and closing procedures; and more as needed.

Eligibility, Skills, and Experience

The ideal candidate will have a background and/or education in one or more of the following: Museum Studies; Collection Management; Exhibition Design and Installation; Educational Writing; History Research; Information Sciences; or similar. The role will include hands-on training in all the above areas, but previous experience is an asset. Past experience with any museum collection's management software is an asset.

Eligibility and Limitations:

Candidate must meet [Canada Summer Jobs \(CSJ\) eligibility](#):

- Between 15-30 years of age (at beginning of employment period);
- Canadian Citizen, Permanent Resident, or Refugee (International Students are not eligible);
- And in possession of a valid Social Insurance Number (SIN).



This role is dependent on funding approval.

Highly Desired Skills and Experience:

- Experience or training related to the museum industry
- Experience or training in collections management or exhibition design/planning
- Creative or educational writing
- Research and Information Gathering
- Microsoft Office Suite (primarily Word and Excel)
- Google Suite (Google Drive, Docs, Sheets, etc.)
- Experience with Collections Management Software (any)

Additionally Valued Skills:

- Education in Library/Archival management and care
- Educational writing and communication
- Educational Programming experience
- Customer service and cash-handling

All successful interviewees will be asked to complete a short 10-20 min activity to assist in assessing writing and observation skills.

Additional Information

The museum is located 8 mins (6km) south of the Town of Devon, 45 mins (40km) south-west of Edmonton City Centre, and 20 mins (20km) north-west of the City of Leduc. Carpooling from Devon is available.

The Canadian Energy Museum welcomes applicants of all genders, sexual orientations, ethnicities, and religions.

Accessibility: The majority of time will be spent on the building's second floor, which is accessible via stairs and a small one-person elevator. Narrow spaces and non-wheelchair accessible locations may need to be navigated, but candidates with mobility issues are welcome to reach out to assess if accommodations can be made.

This role will be under the direct supervision of the Collection and Exhibition Manager, Danielle Lane. Please contact collections@canadianenergymuseum.ca with any questions related to the role or applying. Only successful applicants will be contacted, but feedback on applications is available on request.



Canadian Energy Museum | Leduc #1 Energy Discovery Centre
Rentals and Billing Inquiries (780) 987-4323



Work Location: Leduc County, Alberta

Job Type: Contract, Full-Time

Language Required: English

Position Type: Seasonal, Summer Student

Work Mode: In-person

Pay Rate: \$17.00 (Position is grant funded by Canada Summer Jobs (CSJ))

Start Date: 22 April 2025

End Date: 30 August 2025