Museum assistant 2022



The following 2 positions are available subject to funding approval by Canada Summer Jobs and in compliance with current Covid-19 precautions.

Museum Assistant

Under the auspices of the Victoria & Vancouver Island Greek Community Society the Greek Heritage Project Museum in Victoria, BC collects information about the Greek Immigrant experience on Vancouver Island including artifacts, photographs, documents, family histories, genealogies and video and audio taped interviews. The data is scattered in paper and computer files, boxes and books and is not available to the community or the public.

You and your partner will focus primarily on accessioning and digitizing the accumulated documents, producing finding aids, and doing added research as needed. Results will be filed using Archival best practices both physically and digitally. Your secondary focus will be to continue the ongoing project to collect and collate data about Greek immigrants and their experiences, reviewing present information and researching both online and at various other Archives. You will contribute to the poster display.

You will carry out general museum duties including accessioning, research, display development and maintenance, and visitor relations. You will have an active presence during our Annual Greek Fest.

Desired level of education is completion of 2nd year in Fine Arts, History, Anthropology, Archaeology, Greek or Indigenous Studies, Museums/Archive Studies or related fields.

“You are eligible to apply if you are between 15 and 30 years of age at the start of the employment; a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, have a valid Social Insurance Number at the start of employment and are legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. You must be available to complete the contract.”

You work independently managing multiple priorities and deadlines, have used off-line archives for research, have excellent writing and editing skills, are familiar with MS Office Suite, and competent with scanners and cameras. Fluency in Modern Greek is an asset. Vaccination against Covid-19 required.

You are available for occasional evening or weekend activities. Having your own transportation would be a benefit.

Salary is $19.00 an hour plus 4% Vacation pay. Hours are 35 a week for 16 weeks. Term of position is May 2 to Sept 5, 2022.

Apply with cover letter and resume to Greek Heritage Project Museum <greeksummerjob22@gmail.com> or 4648 Elk Lake Drive, Victoria BC V8Z 5M1 by April 30, 2021. Include a one-page discussion about your experience with digitizing documents, immigration and/or family genealogy.

Thank you for your interest. Only those selected for interview will be contacted.