

2023 Summer Employment Opportunity



Job Title: Museum Assistant
Hours of Work: 35 hours/week; 9:00am to 4:30pm workday, may include weekends
Hourly Wage: \$18.00
Placement Date: 15 May 2023 (8 to 12 weeks - funding dependent and subject to change)

Position Overview:

The Sidney Museum and Archives has recently been moving toward the implementation of a new online collections database, undertaking museum collection inventories, and providing new opportunities for the wider public to connect with and learn about museum collections. This presents an excellent opportunity to gain meaningful experience in collections care and community outreach.

Duties and Responsibilities:

This position will participate in the day-to-day operation of the museum and archives while receiving specialized training in accordance with ongoing museum project needs. This includes collections research & management, object inventorying and conservation, social media development, and permanent display layout & design. The Student will be mentored by the Executive Director, and would additionally engage with members of the Board of Directors on matters related to project reporting at Board Meetings.

Qualifications, Knowledge and Skills:

- Currently enrolled, or hold a diploma, certificate or Bachelor's degree in museum studies, archival management, cultural asset management or related historical or anthropological studies an asset. A combination of skills, education and life learning that pertains to the position would also be considered;
- Familiarity with collection management procedures and software an asset;
- Good public relation & written/verbal communication skills;
- Demonstrable time-management skills, particularly when balancing one or more ongoing projects;
- The ability to work on one's own and as part of a team & with people of all ages;

Eligibility Criteria:

- Applicants must be between 15 and 30 years of age at the start of the employment;
- Be 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 be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

This position is considered a position of trust, and the successful candidate will be required to have a police information check as a condition of employment (Not required as part of the application process).

Please submit a cover letter and resume (in PDF format) to the email given below.

This competition will not close until the position is filled. We will review applications as they are received.

2423 Beacon Avenue L-3
Sidney, BC V8L 1X5

<https://sidneymuseum.ca>

info@sidneymuseum.ca
(250) 655-6355