



2423 Beacon Avenue, Sidney, BC V8L 1X5  
(250) 655-6355 • info@sidneymuseum.ca

## **Assistant Director | Archives Manager**

Level – Permanent, Full Time

Wage – \$45,500 per year (salary under review)

Benefits – Extended health benefits including dental

Application Deadline: April 15, 2023

### **Summary:**

Sidney Museum is a local museum presenting and preserving the history of the Saanich Peninsula operated by the Sidney Museum and Archives Society, a not-for-profit organization. The museum features a 1,100ft<sup>2</sup> temporary gallery to display local arts, traveling exhibits, and collections, as well as a permanent gallery. There is also a very active group of volunteers assisting with collections management, educational programs, maintenance, and exhibits. Sidney Museum attracts thousands of visitors each year, and the archives department preserves records and provides information about the local area to the public. In addition, we hold the ever-popular unofficial LEGO Exhibition annually. The Museum operates with three full time staff members and one or two seasonal staff.

This position reports to the Executive Director and will share in the operational duties of the Museum. One area of responsibility would be the coordination of reference service for the Archives department at the Sidney Museum. This permanent full time position is for 35 hours a week, 9:00 a.m. to 4:30 p.m. with ½ hour unpaid lunch break, five days a week. Typically this position covers one weekend day and four weekdays as their regular schedule. Given the small team, schedules may shift to accommodate holidays and special events. The position is ideal for a well-organized person who demonstrates initiative and enjoys meeting and working with people.

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the heritage and culture of the communities of the Saanich Peninsula*

**Examples of Work:**

This position reports directly to the Executive Director. These duties would be considered essential functions of the job description. This list is not all-inclusive nor does it cover the full extent of the duties performed.

- Receives and coordinates the answering of reference queries submitted to the Archives.
- Participates in the strategic planning for assigned areas and assists the Director in developing and implementing the overall Archives department strategic and organizational plan.
- Responsible for the operation and maintenance of the museum in the Executive Director's absence (days off, vacation, etc.) including opening and closing.
- Assist with collections management – accessioning, data entry, digitization and research projects.
- Establishes performance goals and measures to evaluate success of assigned areas of responsibility.
- Supervises the tasks of the select few assigned interns, temporary staff and/or volunteers; provides guidance and direction to the same when they are on duty.
- Ensure a positive, and welcoming experience for visitors alongside the Museum staff; and maintain a strong and positive team relationship;
- Assists in the planning, acquisition, storage, and exhibition of collections and related materials including the selection of exhibition themes and designs, and development or installation of exhibit materials.
- Lead archival research, cataloging and filing.
- Attends Board Meeting when required and/or relevant committee meetings.
- Performs other duties as assigned by the Executive Director.

**Education and Experience:**

An undergraduate degree, preferably in history, public history, archaeology, anthropology, or a related field. Preference will be given to candidates with previous experience working in history, public history, archaeology, anthropology, or a related field and/or a museum setting.

Please note that while experience in archives and archival work will be considered an asset, comparable demonstrable experience will be considered

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**Desired Competencies:**

- Strong abilities in time management, organization, and problem solving.
- Proven experience working effectively both independently and as a part of a team.
- Ability to undertake detailed tasks and follow directions.
- Ability to take initiative in supporting daily and project-specific operational tasks.
- Microsoft Excel, Word and PowerPoint or Google Suite.
- Ability to prioritize and perform a variety of tasks.

**Licensure and Certification:**

Criminal Record Check – Vulnerable Populations

Valid Class 5 BC Driver’s License or equivalent.

**Supervision:**

Provides supervision and direction to assigned interns, staff and volunteers

Please submit your resume and cover letter by email to: [employment@sidneymuseum.ca](mailto:employment@sidneymuseum.ca) with the subject heading “Assistant Director”. We thank all applicants for their interest, however only those selected for an interview will be contacted.