



## **Summerland Museum & Archives Society**

Job Posting: Museum Assistant

Application deadline: April 28<sup>th</sup> at 5:00 pm

The Summerland Museum and Archives Society is a team dedicated to keeping our community's history alive. Our vision statement is to be committed to the passionate exploration of Summerland's history. We carry out this vision statement by engaging the community in a variety of public programming such as historical tours, educational activities for children, exhibits, our extensive online resources, and more.

Summerland is situated within the beautiful Okanagan Valley in British Columbia. Summerland is an agricultural community with a location that makes it a natural tourist hot spot, particularly in relation to wine tourism, the Ornamental Gardens, and the Kettle Valley Railway. It has many opportunities for indoor and outdoor recreation, as well as a vibrant arts community.

The Summerland Museum and Archives Society is looking for a Museum Assistant from May 17, 2023 to August 27, 2023. This position will provide direct, hands-on, career-related experience for a student considering a career relating to museum work.

The Museum Assistant will be responsible for: assisting Museum staff in the planning and implementation of programming and community outreach initiatives; developing, marketing, recording, and editing history videos and/or oral histories; assisting the Curator in curatorial duties; supporting the day-to-day operations of the museum by welcoming visitors and answering phone calls; any other related duties.

This temporary position is supported by the Young Canada Works in Heritage Organizations. Candidates must meet the Young Canada Works Eligibility Criteria ([www.youngcanadaworks.ca](http://www.youngcanadaworks.ca)) and register with the Young Canada Works online ([www.youngcanadaworks.ca](http://www.youngcanadaworks.ca)).

### **The candidate must (as required by Young Canada Works):**

- be a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);

- are legally entitled to work in Canada;
- be between 16 and 30 years of age at the start of employment;
- have been a full-time high school, college, CEGEP, or university student (as defined by their educational institution) in the semester preceding the YCW work assignment;
- intend to return to full-time studies in the semester following the YCW work assignment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) during the Young Canada Works (YCW) work assignment.

**The ideal candidate will:**

- be currently enrolled in relevant undergraduate studies such as History, Museum Studies, Education, or related studies;
- have an interest in museums and history, preferably with a focus on early 20th century Canadian history, including local Indigenous history.
- have an outgoing personality, and be comfortable in front of a camera;
- have experience using PC operating systems and the ability to work with new software;
- have education, practical training and/or experience working with the public;
- have excellent organizational abilities;
- have strong communication, interpersonal, oral, and written skills.

The Summerland Museum and Archives recognizes the benefits of having a diverse team and inclusive workspace. As an equity employer, the Summerland Museum encourages applications from persons of all sexual orientations and genders, people with diverse abilities, Indigenous Peoples, members of visible minorities, and others who may contribute to the further diversification of our organization.

The successful candidate is required to supply a criminal record check and a copy of their credentials.

Position Title: Museum Assistant

Hours of Work: 37.50 hours/week (Wednesday through Sunday)

Rate of Pay: \$17.00 per hour

**Closing Date: 5:00 PM, April 28, 2023**

To Apply: Please send resume and cover letter via email to [curator@summerlandmuseum.org](mailto:curator@summerlandmuseum.org) with the subject line "Museum Assistant Position".

We want to thank all applicants; however, please note that only those chosen for an interview will be contacted.