

# 2024 Summer Employment Opportunity



Job Title: **Museum Assistant - Student**  
Hours of Work: **35 hours/week; 9:00am to 4:30pm - may include weekends**  
Hourly Wage: **\$19.00**  
Placement Date: **May 6 - August 25, 2024 (funding dependent)**

## Position Overview:

Located in Sidney, BC, the Sidney Museum and Archives (SMA) preserves objects and records of significance to the people of Sidney and the Saanich Peninsula. The Museum is in the midst of a transition period with a new and highly motivated staff team engaged with ongoing projects working toward the implementation of a new collections management database, updating records of museum and archives collection inventories, and revitalizing both our temporary 'pop-up' and permanent historical displays. This presents an excellent opportunity for aspiring and emerging museum professionals to gain experience in museum practice with a half-century old collection.

## Duties and Responsibilities:

Reporting to the Executive Director, the Museum Assistant will be responsible primarily for initiating the revitalization of the Museum's permanent gallery displays as well as assisting in the development of a new temporary exhibition to be installed in autumn 2024. This curatorial work will involve identifying areas for improvement in the Museum's permanent displays, developing floor plans, conducting research, producing interpretive text, and identifying objects for display. Moreover, the Museum Assistant will gain meaningful experience in assisting with collections management, gift shop development, and exhibition installation and take-down. In addition to the above, the Museum Assistant will assist in the daily operations of the museum, and provide regular progress reports to the SMA's Board of Directors.

## Qualifications, Knowledge and Skills:

- Currently enrolled, or hold a diploma, certificate or Bachelor's degree in a post-secondary accredited program of study, preferably in the fields of Museum Studies, History, Anthropology, Archaeology, Art History, or Cultural Resource Management;
- Familiarity with museum standards and best practices including collection management, exhibit design, and interpretive content development considered an asset;
- Good public relations & written/verbal communication skills;
- Demonstrable time-management skills, particularly when balancing one or more ongoing projects;
- The ability to work independently as part of a team & with people of all ages, identities, and backgrounds;
- *Applicants identifying as a member of a group historically underrepresented in the GLAM sector are strongly encouraged to apply.*

## Eligibility Criteria:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Are legally entitled to work in Canada (have a valid social insurance number);
- Are between 16 and 30 years of age inclusively at the start of employment; and
- Are a currently enrolled high school, college, CEGEP, or university student.
- *Priority given to students who have not previously participated in the YCWHO employment program.*

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 [employment@sidneymuseum.ca](mailto:employment@sidneymuseum.ca)**

Competition will remain open until the position is filled. We appreciate all applications, however, only short-listed candidates will be contacted.