

JOB POSTING

Student Position



PROJECT ASSISTANT - INDIGENOUS HISTORY
PORT HARDY MUSEUM & ARCHIVES
LOCATION: PORT HARDY, BC
POSITION TYPE: INTERNSHIP (11 WEEKS)
START DATE: MAY/JUNE 2025 (TBD)
COMPENSATION: \$22/HOUR

Young
Canada
Works

About the Museum

The **Port Hardy Museum & Archives** is dedicated to preserving and sharing the history of the local community. Located in the heart of **Kwakiutl** territory, the museum provides a meaningful opportunity to learn about the rich history of the region. Our organization is committed to fostering an inclusive environment for staff and visitors.

Position Overview

We are seeking a motivated **Project Assistant** to support the updating of records and exhibits focused on Indigenous history and culture. Working closely with the **project leader**, the intern will gain hands-on experience in **museum research, archival work, and community engagement**. This position provides a unique opportunity to contribute to cultural heritage preservation while developing valuable professional skills.

Skills and Qualifications

- Currently **enrolled in university**, preferably in **history, anthropology, Indigenous studies, museum studies, or a related field**.
- Strong **research, writing, and organizational skills**.
- Interest in **Indigenous culture, history, and community engagement**.
- Ability to work **independently and collaboratively**.
- Strong **communication skills**, including the ability to engage with community members and museum staff.

Learning and Development

This internship provides valuable professional development in **museum operations, archival management, and community outreach**. Interns will gain hands-on experience in:

- **Researching and writing** about Indigenous history and culture.
- **Cataloging, digitizing, and organizing** artifacts.
- **Professional networking** within the museum and cultural heritage fields.
- **Career guidance**, including exploring opportunities within the heritage field.

Eligibility Criteria

- Must be a **student returning to full-time studies** after the internship.

- Must meet the eligibility requirements of the **Young Canada Works in Heritage Organizations (YCWHO) program**.

Please see program page for more information:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works.html>

How to Apply

Please submit your **resume, cover letter, and two references** to **info@porthardymuseum.com** with the subject line **"YCW Position"** by **May 15, 2025**. In your cover letter, please highlight why you are interested in this position and how it aligns with your career goals.

We are committed to **diversity and inclusion** and strongly encourage applications from **Indigenous youth, youth with disabilities, youth facing barriers to employment, visible minorities, and new Canadians**.

Please note: some additional supports might be available for the successful candidate, including a moving allowance for candidates who must relocate more than 125 km from their permanent residence.