

# 2026 Summer Employment Opportunity



Job Title: **Museum Assistant - Student**  
Hours of Work: **35 hours/week; 9:00am to 4:30pm - may include weekends**  
Hourly Wage: **\$19.90**  
Placement Term: **May 11 - August 30, 2026 (funding dependent)**  
Application Deadline: **April 6th, 2026**

## Position Overview

Located in Sidney, B.C., the Sidney Museum and Archives (SMA) is a community museum and archives that preserves objects and records of significance to the people of Sidney, North Saanich, and the Saanich Peninsula more broadly. The Museum hosts an annual cycle of both travelling and internally-developed exhibitions in addition to offering special events, workshops, and other programming activities open to the public. The SMA is in the midst of a transition period with a new and motivated staff team and ongoing projects working towards the implementation of a new collections management database, updating records of museum and archives collections inventories, working to increase access to its collections, and revitalizing permanent historical displays. This creates an exciting opportunity for aspiring or emerging museum and archival professionals to gain experience in a museum and archives with a half-century old collection.

## Tasks and Responsibilities

Reporting to the Executive Director, the Museum Assistant will be responsible primarily for developing temporary and permanent displays within the museum's galleries as well as conducting extensive collections management work. This work will offer the opportunity to conduct original research and develop interpretive materials on aspects of local history of the Museum Assistant's choosing. The Museum Assistant will conduct object photography, nomenclature classification, research and description, and data clean-up in SMA's digital collections database to improve SMA's catalogue records and its knowledge of its collections. This collections management work will involve working directly with staff and a dedicated team of volunteers.

The Museum Assistant will additionally be expected to assist in the development of additional programming and written materials to accompany the museum's Waterfront Signage Project. Moreover, the Museum Assistant will gain meaningful experience in the course of contributing to the planning of the museum's permanent gallery revitalization project, outreach activities, and the development and implementation of pop-up displays. In addition to the above, the Museum Assistant will assist in the daily operations of the museum and in providing guidance to volunteers.

## Qualifications, Knowledge and Skills

The ideal candidate for this role will possess the following:

- Currently enrolled in a post-secondary accredited program of study, preferably in the fields of Museum Studies, History, Anthropology, Archaeology, Art History, or a related field;
- Outstanding attention to detail and well-honed research skills;
- Strong English writing abilities and experience conducting and compiling historical research;
- An interest in public history and community programming;
- Good public relations and written/verbal communication skills;

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- 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;
- Familiarity with museum standards and best practices including collection management, exhibit design, and interpretive content development considered an asset.

***Please note:** Applicants are encouraged to self-identify as members of the Government of Canada's job equity groups or as a member of a group otherwise traditionally underrepresented in the GLAM sector; priority will be given to such candidates in the selection process. SMA is committed to minimizing barriers to working in the heritage sector and making accommodations as needed to ensure the rich diversity of the sector.*

### Eligibility Criteria

As this is a position funded by the Young Canada Works in Heritage Organizations program, only applicants who meet the below eligibility criteria will be considered:

- 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.

***Note:** Priority will be 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) by **April 6th, 2026**. We appreciate all applications, however, only short-listed candidates will be contacted.