

Job Posting: Curatorial Assistant

Position Details:

Duration: June 1st to August 28th (end date is flexible).

Hours: 35hr work week

Location: Port Hardy Museum, 7110 Market St, Port Hardy, BC V0N 2P0, Canada

Wage: \$22.00/HR

Position Overview: The Port Hardy Museum is seeking an enthusiastic emerging cultural and heritage professional to fulfill the role of curatorial assistant for the summer of 2026. The successful candidate will get to work alongside the museum's team on a variety of exciting projects. In this role, you will gain valuable experience in museum and heritage work through updating permanent exhibits, community-based research, archival research and management, and the co-development of a temporary exhibit.

Learning Opportunities: The successful candidate for this position will have the opportunity to gain valuable skills and meaningful work experience in the arts, culture, and heritage sector. They will gain experience with curatorial work, archival research, archival management, community-centred research, and working with local indigenous artists. They will have practice developing professional writing skills for museums. They will build graphic design skills in exhibit design.

Qualifications: The ideal candidate for this position is preferably someone with some level of post-secondary education in a related field, such as art, culture, heritage, archives, or anthropology. High School students are considered if they can demonstrate a strong interest in the field of history or museum work, along with advanced reading and writing skills. The candidate will need basic computer literacy, including the ability to use Microsoft Word, conduct virtual archival research, and access virtual records

This position is funded by Young Canada Works. Applicants must meet eligibility criteria:

Applicants must be Canadian citizens, permanent residents, or have refugee status in Canada. They also must be legally entitled to work in Canada (have a valid social insurance number); be between 16 and 30 years of age inclusively at the start of employment; be a high school, college, CEGEP or university student; and be registered in the YCW online candidate inventory.

If you need support or have barriers in registering in the YCW online candidate inventory, we can assist with the registration.

Note: Non-Canadian students holding temporary work visas or awaiting permanent resident status are not eligible.

We encourage applications from Indigenous youth, visible minorities, and youth facing barriers to employment.

We are excited to work together and to provide a supportive, enriching environment that sets you up for success.

To Apply: Please send a resume and cover letter to info@porthardymuseum.com with “Young Canada Works” in the subject line. Applications accepted until May 15th or the position is filled.