



Sunshine Coast  
**Museum**  
& Archives

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## Job Posting

### Summer Museum Assistant

**Period of employment:** June 7 – September 4 (13 weeks)  
**Deadline for Application:** May 6<sup>th</sup>, 2016  
**Hours:** 32.5 hrs/week; 10:00 am to 5:00 pm Wednesday to Sunday  
**Salary:** \$13.50 per hour + vacation pay

The Sunshine Coast Museum and Archives explores the connection between land, sea and human experience. Our mandate is to preserve and present the diverse history of the Sunshine Coast through exhibits, public programming, and community outreach. We have two floors of exhibits, a reference library, an extensive collection of over 9,000 photographs, and a community archives. The Museum is situated in the heart of Gibsons Landing, 10 minutes from the BC Ferries terminal in Langdale.

#### Job Description:

The Sunshine Coast Museum and Archives invites applications for the temporary position of Summer Museum Assistant. This full-time position is funded in part by the Canada Summer Jobs employment initiative. The successful candidate will assist in exhibit reinstallation and post-renovation work, gearing up for a grand opening celebration in early summer. For the remainder of the summer, the assistant will assist in collections management, collections care and documentation, database work, research, and tours. The Museum Assistant will work closely with the Manager/Curator and Curatorial Assistant.

Under the direction of museum staff, the student will gain experience in leadership, planning, and events coordination. They will learn about museum standards and policy, collections care, cataloguing, research procedures, and database software. The museum setting will provide experience in public service, team work, and collaboration.

#### Skills Required:

The successful candidate possesses superior written and oral communication skills in English, is organized and detail oriented, has a good level of computer literacy including database software and social media, and has enthusiasm for local history, community, collections, and working with the public. They will have the ability to follow instructions and work both independently and as part of a team. The ideal candidate will have some post-secondary training in a related field (education, history, anthropology, museum studies, library and archival studies, curatorial studies), must be a current student between the ages of 16 and 30, and intend to return to full-time studies in the fall (details of eligibility available online <http://www.servicecanada.gc.ca>). Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

#### Application:

Please forward a resume and cover letter by email to [scma\\_manager@dccnet.com](mailto:scma_manager@dccnet.com) or mail to P.O. Box 716, Gibsons BC, V0N 1V0; Attn: Matthew Lovegrove, Manager/Curator

POSITION IS DEPENDENT ON CANADA SUMMER JOBS GRANT FUNDING