



Sunshine Coast  
**Museum**  
& Archives

716 Winn Road, P.O. Box 766  
Gibsons BC V0N 1V0  
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www.sunshinecoastmuseum.ca



## **Employment at the Museum** **Curatorial Assistant**

The Sunshine Coast Museum & Archives is seeking a Curatorial Assistant to administer the day-to-day operation of the Museum's office, gift shop, visitor and educational programs while assisting in collections management, event planning and social media outreach under the guidance of the Manager/Curator. Our ideal candidate is dynamic, innovative and passionate about the role of history in shaping the present; they believe in the power of community collaboration and have a great sense of humour.

### **Examples of Duties:**

- Performs administrative duties including maintenance of office systems, supplies, equipment and software; handles office correspondence.
- Manages gift shop - sales, inventory, consignment, ordering, balancing cash, deposits.
- Monitors and maintains the premises including daily and weekly cleaning duties.
- Conducts research in identification and interpretation of museum collections; responds to inquiries and research requests from museum visitors; uses Past Perfect software and other museum database resources for research.
- Assists in the organization of and implementation of public programs such as research bookings, oral history interviews, workshops and education programs, tours, and special events.
- Assists Manager/Curator in all aspects of collections management, including exhibit installation, and maintenance; prepares graphics, labels, and text panels.
- Greets the public and works intensively with museum volunteer greeters; supervises volunteers in Curator's absence.
- Conducts social media and website outreach on a variety of platforms.
- Acts on behalf of the Museum in the absence of the Manager/Curator.

**The successful candidate will have:**

- Minimum 2 years office administration experience with a high degree of computer literacy (Microsoft Office suite, Photoshop, Weebly, Mailchimp)
- Cash handling experience; basic accounting skills an asset
- Experience working or volunteering for a museum or related arts/culture organization
- Excellent research and writing skills; a passion for Sunshine Coast history
- Ability to multi-task while maintaining accuracy under pressure and deadlines
- Effective interpersonal and organizational skills
- Ability to work co-operatively as part of a dynamic team
- Preference given to applicants with training and experience in Museum Studies, Archival Studies or History
- Experience delivering exceptional educational programs and community events
- Ability to lift 30 lbs

Must be available to work Wednesday to Saturday; 22.5 hours per week (may change to 26 hours-*pending*)

**Salary:** \$18.00/hour to start, assessed after 3 month probationary period

**Application Deadline:** Thursday, December 7th, 2018

**Starting Date:** TBD

Please submit resume and covering letter by email to [scma\\_manager@dccnet.com](mailto:scma_manager@dccnet.com), specifying "Curatorial Assistant Position" in the subject line, by fax (604-886-8232) or by direct mail addressed to Manager/Curator, Sunshine Coast Museum and Archives, P.O. Box 766, Gibsons, B.C. V0N 1V0.

*Thank you for your interest! Candidates selected for an interview will be contacted*

