

2020 Canada Summer Jobs Program



Job Title: Museum Assistant
Hours of Work: 35 hours/week; 9:00am to 4:30pm workday, may include weekends
Hourly Wage: \$16.00
Placement Date: 18 May 2020 (Number of weeks are funding dependent and subject to change)

Sidney Museum is in the middle of a transition period as we work towards the implementation of a new online database system, undertaking museum collection inventories, and reviewing collection management against updated policies. This creates an excellent, and exciting opportunity to gain experience in museum practice with a half-century old collection. Additionally, in June we are installing our first national travelling exhibit, *Snapshots of Canada*, from the Canadian Museum of History.

Duties and Responsibilities:

This position will participate in the day-to-day operation of the museum and archives while receiving training in the management of each. This includes collection management, permanent display design, exhibit installation, minor artefact conservation, data entry, research, and some social media. The student will be mentored by the Executive Director and Assistant Director, and would additionally engage with members of the Board on matters related to project reporting at Board Meetings.

Qualifications, Knowledge and Skills:

- Currently enrolled, or hold a diploma, certificate or Bachelor's degree in museum studies, archival management, library studies, information science, cultural asset management or historical studies. A combination of skills, education and life learning specific to traditional knowledge may be considered;
- Good communication and public relations skills;
- the ability to work on one's own and as part of a team;
- the ability to work with people of all ages;
- a willingness to adhere to health and safety standards.

Eligibility Criteria:

- Applicants must be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

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 the email given below.

This competition will not close until the position is filled. We appreciate all applications; however, only short-listed candidates will be contacted.

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<https://sidneymuseum.ca>

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