



2423 Beacon Ave, Sidney BC V8L1X5 | (250) 655-6355 | info@sidneymuseum.ca | #sidneymuseum

Assistant Director/Archivist*

Level – Permanent, Full Time

Job Family – Administration & Curatorial

Wage – \$18.00 to \$20.00/hour*

Summary:

Sidney Museum is a local museum presenting and preserving the history of the Saanich Peninsula operated by the Sidney Museum and Archives Society, a not-for-profit organization. The museum features a large gallery to display local arts, crafts and collections and has a very active group of volunteers assisting with collections management and storage, educational programs, archives and exhibits. Sidney Museum attracts thousands of visitors each year, and the extensive archives department preserves records and provides research and information about the local area to the public.

This position reports to the Executive Director and is responsible for the Archives department at Sidney Museum, and will share in the operational duties of the Museum. This permanent full time position is for 35 hours a week, 9:00 a.m. to 4:30 p.m. with ½ hour unpaid lunch break, five days a week including weekends and additional days covering holidays and days off. Previous museum or archives experience is essential. The position is ideal for a well-organized person who demonstrates initiative and enjoys meeting and working with people.

Examples of Work:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive nor do they cover the full extent of the duties performed.

- Serves on the management team with the Executive Director.
- Participates in the strategic planning for assigned areas and assists the Director in developing and implementing the overall Archives department strategic plan.
- Responsible for the operation and maintenance of the museum including opening and closing, security and safety during the Executive Director's absence.
- Assist with collections management – accessioning, data entry, digitization and research projects.
- Establishes performance goals and measures to evaluate success of assigned area of responsibility.
- Supervises the day-to-day operations of assigned interns, staff and/or volunteers; provides guidance and direction to those volunteers/staff/interns.

- Participates in formulating and implementing policies and procedures.
- Organize and maintain an effective and efficient archives department open to the public.
- Ensure a positive, welcoming and educational experience for visitors with the Museum staff; work closely with volunteers and maintain a strong and positive team relationship;
- Assists in the planning, acquisition, storage, and exhibition of collections and related materials including the selection of exhibition themes and designs, and development or installation of exhibit materials.
- Help with promotion and publicity including the preparation of newsletters and reports, media communications both online and written.
- Lead archival research, cataloguing and filing.
- Attends Board Meetings as required and relevant committee meetings.
- Performs other duties as assigned by the Executive Director.
- Undertakes the duties of the Executive Director in their absence.

Education and Experience:

At least three years' employment in a museum or archives, preferably as an assistant or higher. A Master's degree in Archival Studies or a degree with an Archival Studies specialization from a recognized university program.

Desired Competencies:

- Data processing with Microsoft Access
- Graphics design using Adobe CS6 or Adobe Photoshop Lightroom
- Chenhall Nomenclature system of cataloguing.
- Strong abilities in time management, memorization, organization, and problem solving.
- Proven experience working effectively both independently and as a part of a team.
- Knowledge of and experience with RAD.
- Ability to undertake detailed tasks and follow direction.
- Microsoft Excel, Word and PowerPoint or Google Suite.

Licensure and Certification:

Criminal Record Check – Vulnerable Populations

Valid Class 5 BC Driver's License or equivalent.

Supervision:

Provides supervision and direction to assigned interns, staff and volunteers.

*Title & Wage determined based on qualifications and experience.