

Museum Assistant

We are looking for an enthusiastic person to work at our museum during July and August 2022. The purpose of the position will be to aid in the daily operation of the museum, learn museum practices relating to exhibits and item collections, and interact with the local community through greeting visitors, providing information, and participating in projects that contribute to the growth of the museum with community input.

Over the course of two months, the successful candidate will learn how a museum operates through a variety of tasks. From updating and maintaining the current collection of photographs, paper records, and physical items, to learning how exhibits are built and what standards go into describing and presenting the items chosen.

Duties and Responsibilities:

- Greet Visitors
- Open and close museum 2 days a week
- Operate gift shop kiosk and track inventory changes following sales
- Learn how to accession and store artifacts per museum standards and manage records in the museum collections database software PastPerfect
- Help in keeping the museum clean and maintained
- Aid in the ongoing digitization of museum photograph collections
- Aid in the development of a temporary display and updating existing exhibits

Qualifications:

- Between the ages of 15 and 30 and are planning to return to school full time in the fall.
- Basic knowledge of the community of Lake Cowichan is desirable.
- Interest in local history and working in a museum setting.
- Training or experience in customer service is an asset.
- Experience working with the public and answering telephones.
- Strong communication and interpersonal skills, and experience working well in a team environment.
- Ability to work on tasks with minimal supervision.
- Strong organizational skills.
- Strong computer skills and comfort level with technology.

Job Application Deadline: June 30th, 2022. Wage is \$16.20/hr.

Apply in person at the museum, 125 B S Shore Rd, Lake Cowichan.