



Now Hiring – Museum Assistant

35 hours per week, including some weekends and holidays

May 1st – August 31st

\$17.40 per hour

The Agassiz-Harrison Museum & Visitor Centre is located on the traditional, unceded and ancestral lands of the Sto:lo First Nations. We acquire, preserve and exhibit artifacts, photographs, documents, and records of significant historical value pertinent to the Harrison River Valley and share and make our resources available to everyone.

As the Museum Assistant, you will be working with historic objects and their stories.

Tasks and Responsibilities

- Receive basic training in archival/museum theory and practice.
- Create inventories of unprocessed archival/artifact material on-site.
- Update current artifact records to include more historic details and enhance searchability.
- Provide reference and research services as requested.
- Assist the Manager and volunteers with organizing, digitizing, and recording the existing permanent collection.
- Schedule and train volunteers for collections activities to ensure quality results and volunteer success.
- Assist with cleaning and reorganizing permanent collection storage areas
- Conduct general light labour duties within the facility, such as sweeping floors, cleaning spills, sanitizing surfaces, replenishing supplies, and ensuring that the facility is properly stocked. Adapted duties are also available.
- Maintain a journal recounting the challenges and successes faced in the position that can be summarized in an end-of-summer report.
- Contribute as a member of the Agassiz-Harrison Museum & Visitor Centre team, providing assistance and support for other projects as required.

The Agassiz-Harrison Museum & Visitor Centre is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We welcome applications from all qualified individuals including those from underrepresented groups, such as Indigenous peoples, women, people of colour, LGBTQQIP2SA individuals, and others who may contribute to the further diversification of ideas.

This position is funded through the Young Canada Works Program and requires eligible applicants to meet the criteria set by the funding program. These criteria can be found at:

<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

To apply, send your resume and cover letter to Maria Martins, Manager, at manger@agassizharrisonmuseum.org