



Courtenay  
and District

**Museum**  
& Palaeontology Centre

## Community Museum Technician

Community Museum Technician is a summer position for a secondary or postsecondary student. Applicable fields of interest/study for this position are: Archival Programs, Library Studies, and Canadian History.

The successful applicant will receive training and supervision in the numbering and primary care of social history artifacts, documents and photographs.

The tasks in this summer job will include: Accessioning items, cleaning and storing with museum staff. Entering accession number, source, location and condition, descriptive information (object name, material, size and description) and historical information. Working with staff this person will also assist with re-housing items for storage as required. Tasks will also include some basic upkeep and cleaning of the collections storage area. Other related duties could include front desk support, assistance with changing exhibitions and receptions, set-up and organizational assistance for meetings and events.

**Physical demands and capabilities:** The CDM is a three-storey building. The person in this position will be required to work on all three work levels and be able to ascend and descend staircases numerous times per day. The CDM is not an optimum environment for people with allergies. Must be able to move document boxes, assist with cleaning work surfaces and spaces and assist with general everyday upkeep in offices, collections and public spaces. Must be able to climb ladders and reach overhead.

### **Weekend and holiday work required**

This position will provide experience in developing the following skills: Digital skills, communication, Client service, and leadership.

All individuals who are hired through the Canada Summer Jobs program work within a busy regional museum environment in which all team members: engage with the public, respond to requests for programs and booking, and work within a team environment and within situations that provide mentorship for future work and experiences.

We kindly request that interested applicants submit their resumes to the provided email address [info@courtenaymuseum.ca](mailto:info@courtenaymuseum.ca). Thank you for your interest in this position.