

## 2021/2022 Archives Intern



Job Title: Archives Intern  
Hours of Work: 14 hours/week; 9:00am to 4:30pm Saturdays and Sundays  
Hourly Wage: \$16.60  
Placement Date: November 27th 2021 to July 31st 2021 - 35 weeks\*  
\*with the option for additional hours during Spring Break 2022.

Sidney Museum and Archives is in the middle of a transition period as we work towards the implementation of a new online database system, undertaking archives collection inventories, digitizing documents, and reviewing collection management against updated policies. This creates an excellent, and exciting opportunity to gain experience in archival practice with a half-century old collection. This job would be a great asset to those wishing to learn more about archival collections and practices, and is open to candidates of all education levels.

### **Duties and Responsibilities:**

This position will primarily assist in the upkeep and organization of the archives while also covering visitor reception as needed. The intern will be working under the Archivist, with a focus on assisting in archival work. This includes scanning photographs, data entry, and some archival research.

### **Qualifications, Knowledge and Skills:**

- Desire to learn organizational and research skills;
- Good communication and public relations skill set;
- 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.
- Interest in history or archival practices an asset

### **Eligibility Criteria:**

- Applicants must be 16 years of age or older 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.

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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.

2423 Beacon Avenue L-3  
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