



Sooke Region Museum

Operated by the Sooke Region Historical Society

Mailing Address: Box 774, Sooke, BC V9Z 1H7

Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3

P. 250-642-6351 F. 250-642-7089

info@sookeregionmuseum.com

Historical Exhibits Archives Art Gallery Gift Shop Visitor Centre Lighthouse Moss Cottage

The Sooke Region Museum has a **Museum Assistant** position for summer 2017.

Start mid May for a minimum of 60 days at 7.5 hours a day (typically 9 -5, with a ½ hour lunch break) \$13.26 an hour. Weekend work will be required.

Primary Job Duties

Researching and Cataloguing Artifacts; Assisting with Exhibit Development

Assisting with daily operation of museum, including assisting the public, providing tours and other tasks to keep the museum open.

Ideal candidate

Will be either a social science or science student and have the following skills:

Good computer skills; research skills; attention to detail; Ability to think outside the box; comfortable with asking people questions; able to work both alone and in groups; comfortable with public speaking

Experience in a museum, library, or archives setting an asset, as would be other languages in addition for English.

The Sooke Region Museum is a vibrant community asset with tens of thousands of visitors from around the world. The area is known for its rich human and natural heritage, with great outdoor experiences, but only a 40 minute drive from downtown Victoria. We are on the main bus route to Victoria. There are a variety of shops and restaurants nearby.

All Candidate **MUST** meet eligibility requirements of the Federal Young Canada Works (see website) program and in addition to submitting an application to the museum (see below), they must register with on the Young Canada Works website. www.youngcanadaworks.ca . The museum also encourages individuals that meet the federal government employment equity guidelines to apply: http://www.labour.gc.ca/eng/standards_equity/eq/emp/index.shtml

Please submit your resume and cover letter by 5pm on May 13th, 2017 to:

By mail to: Sooke Region Museum, Box 774, Sooke, BC V9Z 1H7 ;

By hand: 2070 Phillips Rd., Sooke, BC ; By fax: 250-642-7089;

By email: info@sookeregionmuseum.com