
Archives Technician

The Kelowna Museums Society is located on the unceded territory of the Syilx/Okanagan people in the heart of the Okanagan Valley. The Society manages and maintains three unique museums: Okanagan Heritage Museum, Okanagan Wine and Orchard Museum, and the Okanagan Military Museum. Our mandate is “to promote a greater interest and awareness of the natural, cultural and military heritages of the Okanagan region and of the tree fruit and wine industries of British Columbia.” Our mission is “to provide the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region.” Our vision is to inspire a community to be alive with its history – connecting people and place.

The Kelowna Museums Society has an exciting opportunity for a student to work behind the scenes at a fascinating, busy and fun institution! The Archives Technician is actively involved in assisting the institution in upholding professional standards in the collections management and preservation of its archival collections. The Archives Technician’s primary duty is inventorying and cataloging archival collections. Cataloguing involves researching, documenting and numbering archival materials. The Archives Technician also helps preserve collections through proper care and handling and by practising preventative conservation.

Main Duties:

- Process archival materials by way of inventorying, cataloguing and digitizing
- Add and update collections records in the InMagic archives database
- Provide proper storage enclosures for archival collections
- Occasionally assist other museum departments
- General museum duties as required, including front desk coverage

Requirements:

- Self-motivated and detail oriented
- Exceptional research and computer skills
- Excellent written and verbal communication skills
- Highly organized
- Sensitive to the requirements for handling archival materials and artefacts.
- Must maintain health and safety standards
- Demonstrates cultural sensitivity
- Standard Young Canada Works student eligibility requirements
- Satisfactory criminal record check
- Desired level of education: Post-Secondary

Pay scale: \$17.19/hr

Duration: Full time (35 hrs/week, 16 weeks), starting May 2, 2023

Kelowna Museums is committed to providing a safe, respectful, inclusive, and healthy work environment. Please apply by sending resume and cover letter to hr@kelownamuseums.ca by April 28, 2023.

Position is subject to receiving funding.