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## Collections 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 spend their summer working as a Collections Technician behind the scenes at a fascinating, busy and fun institution! The Collections Technician is actively involved in assisting the institution in upholding professional standards in the collections management and in helping support the Society’s reconciliation and repatriation goals. The Collections Technician’s primary duty is cataloging artefacts. Cataloguing involves photographing, researching, documenting and numbering artefacts. The Collections Technician also helps preserve collections through proper care and handling and by practising preventative conservation.

### Main Duties:

- Catalogue artefact donations in the PastPerfect museum database
- Update collections records
- Help prepare objects for repatriation
- Photograph artefacts using proper lighting and photo editing techniques
- Provide proper storage enclosures for objects in storage
- Carryout basic artefact cleaning treatments
- Occasionally assist other museum departments

### Requirements:

- Self-motivated, detail oriented and highly organized
- Exceptional research and computer skills
- Excellent written and verbal communication skills
- Sensitive to the requirements for handling artefacts
- Must maintain health and safety standards
- Demonstrate cultural sensitivity
- Standard summer student eligibility requirements (Young Canada Works)
- 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 1, 2023

The Kelowna Museums Society is committed to providing a safe, respectful, inclusive, and healthy work environment. Please apply to [hr@kelownamuseums.ca](mailto:hr@kelownamuseums.ca) by April 28, 2023

Mailing address: 470 Queensway Ave. Kelowna, BC, V1Y 6S7.

The position is subject to receiving funding.