

Job Posting – Archives Intern

Kelowna Museums Society, 470 Queensway Ave, Kelowna, BC, V1Y 6S7

The Kelowna Museums Society is located on the unceded territory of the Syilx/Okanagan people in the heart of the Okanagan Valley. 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.”

The Archives Intern supports the institution in maintaining professional standards for managing and preserving its archival holdings. Primary responsibilities include processing archival materials (inventorying, researching, appraising, selecting, arranging, and describing) at the Kelowna Public Archives, located on the ground floor of the Okanagan Heritage Museum. The intern also contributes to preservation efforts through digitization, proper handling, and preventative conservation. Additionally, they enhance the oral history program by conducting interviews and preparing transcriptions.

Main Duties:

- Process archival materials and apply the Rules of Archival Description
- Add and update digital records in the InMagic database
- Assess storage needs and optimize storage space
- Provide proper storage enclosures for archival collections
- Perform basic conservation treatments on archival collections
- Conduct oral history interviews
- Assist researchers with inquiries

Requirements:

The intern must have successfully completed post-secondary school training in a recognized archival studies training program.

- 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 artifacts
- Demonstrates cultural sensitivity
- Maintains health and safety standards
- Satisfactory criminal record check

This position is funded by the Government of Canada’s Young Canada Works Building Careers in Heritage program. Applicants must meet the following criteria to be eligible for the internship:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment; and
- be a college or university graduate (certificate, bachelor's, master's or doctorate).

Pay scale: \$21.99/hr

Duration: Full time (35 hrs/week for 11 months) May 1, 2025 to March 31, 2026

KMS is committed to providing a safe, respectful, inclusive, and healthy work environment. Please apply to hr@kelownamuseums.ca by April 1, 2025. The position is subject to receiving funding.