

Job Posting - Collections 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 Collections Intern is actively involved in assisting the institution in upholding professional standards in the management of its artifact collections. One of the intern’s key tasks is to catalog artifacts. Cataloguing involves photographing, researching, documenting and numbering artifacts. The intern also helps preserve collections through proper care and handling and by practising preventative conservation.

Main Duties:

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

Requirements:

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

- Strong research and computer skills
- Excellent written and verbal communication skills
- Attention to detail
- Flexible, highly organized and self-motivated
- Ability to work independently and as a team member
- Demonstrate cultural sensitivity
- Must maintain 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.