

Job Posting – Conservation Intern

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

The Conservation Intern is actively involved in assisting the institution in upholding professional standards in the preservation and conservation of its artefact collections. The Intern will be tasked with executing preventative conservation measures as well as completing conservation treatments on a variety of material types. The Conservation Intern will work in the Ursula Surtees Regional Conservation Laboratory, a state-of-the-art facility located on the ground floor of the Okanagan Heritage Museum. Opportunities to learn and practice new skills and techniques will be provided throughout the internship. This is a unique opportunity to work behind the scenes at a fascinating, fun and exciting institution.

Main Duties:

- Clean, repair and stabilize artefacts
- Provide archival storage enclosures for artefacts, and make custom enclosures where necessary
- Catalogue and update records in the PastPerfect database
- Prepare objects for exhibition
- Assist with delivering conservation workshops and behind-the-scenes tours for the public
- Manage and analyze environmental readings using light, humidity and temperature monitors
- Occasionally assist other museum departments
- General museum duties as required, including occasional front desk coverage

Requirements:

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

- Excellent written and verbal communication skills
- Attention to detail
- Strong research and computer skills (intermediate level at minimum)
- Flexible, highly organized and self-motivated
- Ability to work independently and as a team member
- Ability to work in different environments
- Eager to learn new skills and acquire new knowledge
- Maintains health and safety standards
- Satisfactory criminal record check

Pay scale: \$18.75/hr plus 13% in lieu of benefits

Duration: Full time (35 hrs/week for 6 months) Sept 1, 2020 to February 26, 2021

Please apply to hr@kelownamuseums.ca by August 9, 2020

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