



Cumberland & District Historical Society  
2680 Dunsmuir Ave, Cumberland, BC V0R 1S0  
Cumberlandmuseum.ca | 250.336.2445

## **Employment Opportunity - Exhibitions Assistant Internship - Job Posting**

**Application Closes: October 29, 2020**

The Cumberland Museum & Archives is looking for a recent graduate to join our team for an internship opportunity in the position of Exhibitions Assistant, working alongside the Museum Curator to develop a series of exhibitions for spring of 2021.

### **About the Cumberland Museum & Archives**

The Cumberland Museum and Archives on Vancouver Island tells the story of the people of Cumberland—the rich, the poor, the powerful, the rebellious, the righteous and the radical. In 2019 the CMA received a Governor General's History Award for Excellence in Community Programming for the reenactment of Albert 'Ginger' Goodwin's funeral process. The CMA is a valued space for community connection, experience and reflection on our past.

The current permanent exhibitions focus on the industrial history of coal mining and logging as well as early settler business while addressing the social, political and racial challenges the people of the Village of Cumberland experienced.

The artefact collection and archival holding comprise over 8,000 items and are housed onsite. The CMA also offers opportunities for research through our community research library, making the CMA a unique space for historical research on early rural Comox Valley settlements with a special focus on Chinese and Japanese communities of the past. The CMA has undertaken a number of unique projects to retain and create accessibility to artefacts and historical records for research purposes and exhibitions.

### **About the Position**

Working under the supervision of the Museum Curator, the successful candidate will be collaborating in the redevelopment of three of the museum exhibitions during a larger renovation project. The goal of the exhibition redevelopment is to add to the visitor experience and expand the museum's narrative to include more diversity to represent the varied ethnic and cultural groups that contributed to the rich history of our community. The candidate will be responsible for researching and developing new exhibitions, working with community committee opportunities and collections management.

### **Requirements:**

- An interest in a career in museum exhibit curation and collections management.
- Excellent research, communication, and interpersonal skills
- Ability to use Adobe design programs and familiarity museum software such as AtoM or Microsoft Access.
- Computer literacy, including Microsoft applications



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- Be detail-oriented
- Exhibit experience with project management
- Ability to work as part of a team and independently
- be a Canadian citizen or a permanent resident, or have refugee status in Canada.
- Recent graduate (within 24 months) in archaeology, anthropology, history, museum studies, English or a related field under the age of 30.

A successful candidate will commit to the term of the project from the date hired - November 15th, working 30 hours per week, Tuesday through Friday from 9 am-5 pm. The hourly rate for this position will be \$17.00. A criminal reference check is required. This opportunity is dependent on Young Canada Works funding approval.

Please forward your cover letter and resume by email to:

Rosslyn Shipp, Executive Director  
Cumberland Museum & Archives  
2680 Dunsmuir Avenue, P.O. Box 258  
Cumberland, BC, V0R1S0

[director@cumberlandmuseum.ca](mailto:director@cumberlandmuseum.ca)