



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

**Employment Opportunity - Collections Assistant - Job Posting**  
**Application Closes: April 21, 2021**

The Cumberland Museum & Archives is looking for a post-secondary student to join our team for a summer job opportunity in the position of Collections Assistant. This individual will work alongside the Museum Curator on a collections [RE-ORG](#) project.

**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 and early settler business while addressing the social, political and racial challenges the City of Cumberland experienced.

The artefact collection and archival holding comprise over 8,000 items and are housed onsite. The CMA also offers research opportunities 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 several unique projects to retain and create accessibility to artefacts and historical records for research purposes and exhibitions.

**Job Summary**

Working under the Museum Curator's supervision, the successful candidate will be collaborating in a [REORG](#) project of the museum's artefact collection. The Collections Matter Project aims to reorganize and rehouse the museum's physical object collection currently stored in a temporary location and prepare the collection for permanent long-term storage in the museum's new collection storage area. The candidate will be responsible for condition reporting, cleaning, photographing and rehousing museum artefacts for permanent storage.

**Requirements:**

- An interest in a career in museum collections management and object conservation and research.
- Excellent research, communication, and interpersonal skills
- Familiarity with museum software such as AtoM or Microsoft Access.
- Computer literacy, including Microsoft applications
- Detail-oriented
- Collections experience
- Ability to work as part of a team and independently
- be a Canadian citizen or a permanent resident, or have refugee status in Canada.



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- Be returning to full-time studies in the fall of 2021, studying museum studies, or archival information management, history, art history or cultural heritage preservation and/or conservation, or a related field.

A successful candidate will commit to the term of the project from the date hired - May 10th, working 35 hours per week, Monday through Friday from 10 am-5 pm. The hourly rate for this position will be \$17.00. A criminal reference check is required.

Please forward your cover letter and resume by email to [director@cumberlandmuseum.ca](mailto:director@cumberlandmuseum.ca):

Rosslyn Shipp (she/her)  
Executive Director  
Cumberland Museum & Archives  
2680 Dunsmuir Avenue, P.O. Box 258  
Cumberland, BC, V0R1S0

*Cumberland Museum & Archives respectfully acknowledge that we are standing on the Unceded traditional territory of the K'òmoks First Nation.*