



Courtenay
and District

Museum
& Palaeontology Centre

Assistant Registrar

The Corporate Assistant is an 8-Week summer position for a post-secondary student. Applicable fields of study for this position are: Administration and Business Studies, Tourism and Nonprofit business studies, history and communications.

This position entails assisting staff with the organization of society files, records, inventory reviews, some communications writing, daily administrative tasks related to membership and visitor services and public open houses which will include special events and a symposium. Other related duties could include front desk support, assistance with changing exhibitions and receptions, set-up and organizational assistance for meetings and events that promote the museum mandate of increased public awareness of the cultural and natural heritage of the Comox Valley.

Physical demands and capabilities: Must be able to read and write cursive fluently. The Courtenay and District Museum (CDM) is a three-storey building and the person in this position will be required to work on all three work levels and be able to ascend and descend staircases numerous times per day. The CDM is not an optimum environment for people with allergies. Must be able to move document boxes, assist with cleaning work surfaces and spaces and assist with general everyday upkeep in office, collections and public spaces. Must be able to climb ladders and reach overhead.

35 hours per week, for 8 weeks. Weekend and holiday work required.

This position will provide experience in developing the following skills: Client service, communication, digital skills, and leadership.

All individuals who are hired through the Canada Summer Jobs program work within a busy regional museum environment in which all team members: engage with the public, respond to requests for programs and booking, and work within a team environment and within situations that provide mentorship for future work and experiences. Participants will learn about client services, communications with the public, digital skills and leadership.

We kindly request that interested applicants submit their resumes to the provided email address info@courtenaymuseum.ca. Thank you for your interest in this position.