



## **Museum Technician – Collections and Exhibits Assistant**

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the people involved in BC's fishing industry. The National Historic Site is operated by the Gulf of Georgia Cannery Society, a non-profit society. Collaborating with Parks Canada, the Society preserves Canada's West Coast fishing history and presents it in an engaging and relevant way.

We are seeking an outgoing and independent individual to support our Collections and Exhibits Manager with collections management, database updates, and exhibit projects. Our team and working environment exemplify inclusivity and diversity. We pride ourselves in demonstrating open minds, open hearts and welcoming all who participate in our endeavours.

### **Responsibilities:**

The Museum Technician – Collections and Exhibits Assistant will report to the Collections and Exhibits Manager and may collaborate with other departments. This role will play a significant part in supporting the management, care, and interpretation of the Cannery's collections and exhibits.

Specific tasks and duties assigned to the Museum Technician include:

- Assisting with updating the Cannery's online collections database system
- Assisting with the management of the Society's artifact and archival collections, including:
  - Moving, organizing, re-tagging, and cleaning collections
  - Photographing/digitizing and cataloguing collections
  - Updating condition assessments
  - Assisting with evaluation of collections
  - Making recommendations for deaccession and arranging divestment of artifacts
- Keeping the public informed about collections projects. This may include creating content for social media, Cannery newsletter articles, and small onsite and/or online displays highlighting collections items
- Assisting with exhibit projects and programs as needed
- Participating in staff meetings and group training opportunities where appropriate
- Working with other staff to deliver special events at the site
- Other duties as required and directed by the Collections and Exhibits Manager

**Qualities:**

- You are passionate about preserving and sharing stories through museum collections and exhibits
- You are a motivated team player who can also work independently
- You demonstrate attention to detail and strong organizational skills
- You are adaptable and able to respond to changing priorities
- You communicate effectively with staff, community partners, and the public
- You are committed to inclusivity, accessibility, and respectful engagement with diverse communities

**Skills and Experience:**

- Strong organizational and time management skills
- Experience or interest in museum, archival, or collections work
- Familiarity with database systems and Microsoft Office is an asset
- Ability to handle artifacts with care and attention to conservation practices
- Strong written and verbal communication skills
- Experience in a museum, heritage, or non-profit environment is an asset

**What you will learn:**

Through this role, the Museum Technician will receive training and hands-on experience in:

- Collections management, including the care, handling, organization, and evaluation of museum artifact, archival, and library collections
- Using our online Argus collections database system, including data entry, cleaning, and analysis
- Digitization and cataloguing practices for museum collections
- Exhibit development and public engagement through storytelling
- Communication skills for working with staff, community partners, and the public
- Working collaboratively within a museum team environment
- Cannery site orientation, including its collections, exhibits, and the history of Steveston and related heritage sites
- Site emergency and security procedures

**Hours:** This is a temporary full-time position at 35 hours weekly; the position is expected to begin on June 1<sup>st</sup>, 2026 and run for a total of 10 weeks. This position requires a flexible work schedule that may include evenings, weekends, and holidays to coordinate with programs and special events.

**Compensation:**

- \$19.50 per hour @ 7 hours per day for 5 days a week plus 6% in lieu of vacation and benefits.

- Comprehensive training and 1:1 mentorship provided by the Collections and Exhibits Manager

**Conditions of Employment:**

This position is funded by Canada Summer Jobs. To be eligible, applicants must meet the following criteria: be between 15 and 30 years of age **at the beginning** of the employment period, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment **and** have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. A satisfactory vulnerable sector screening with a police service will also be required.

**Apply with a cover letter and resume addressed to:**

Heidi Rampfl, Collections and Exhibits Manager  
Gulf of Georgia Cannery Society  
12138 Fourth Ave., Richmond, BC, V7E 3J1  
[heidi.rampfl@gogcannery.org](mailto:heidi.rampfl@gogcannery.org)

Only those candidates chosen for an interview will be contacted. No phone calls please.

For more information about the site, please visit: [www.gulfofgeorgiacannery.org](http://www.gulfofgeorgiacannery.org)

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.