Whistler Museum

Whistler Museum and Archives Society
4333 Main St. Whistler BC V8E 1B3
P: 604-932-2019
curator@whistlermuseum.org

Position: Museum Collections Assistant (YCW)

Closing date: April 25, 2026

IMPORTANT INFORMATION ABOUT THIS POSITION
A student may be eligible for employment if they: ● are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);● are legally entitled to work in Canada (have a valid social insurance number); ● are between 16 and 30 years of age inclusively at the start of employment; and ● are a high school, college, CEGEP or university student.

Overall responsibility: coordinate archives and artefact management and collection related projects under the guidance of the Executive Director and Collections Manager.

Term of employment: $20.75/hr for 40 hrs/week – May 13th 2026 to Aug 30th, 2026 (start date could change depending on the availability of the candidate)

Location: Whistler, BC.

Key areas of responsibility:
• Accessioning, cataloging, record keeping and indexing archives and artefacts
• Help with research and creation of temporary exhibits
• Completing small cataloging projects
• Assisting with collections storage including repackaging material
• Digitizing archival material
• Handling of research requests
• Perform visitor services and other administrative duties as required
• Assist in the implementation of some Museum programs as required

The successful applicant will possess the following skills and abilities

• Interest in history and/or museum studies
• Internally motivated and demonstrates initiative
• Reliable and professional work standards
• Excellent attention to detail
• Customer service skills
• Works cooperatively with others and is flexible
• Minimum of two years post-secondary education
• Computer literate
• Able to lift 30 pound boxes and work from a ladder

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The following would be an asset but is not essential:

- Experience with Museum and/or archive principles, materials, methods and practices
- Knowledge of the Rules for Archival Description (RAD)
- Knowledge of File-Maker Pro and Adobe Photoshop

Resumes will be accepted until April 25th, 2026. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted.

Please forward resumes with cover letters to: Mr. Brad Nichols at curator@whistlermuseum.org