



Kootenay Doukhobor Historical Society – Doukhobor Discovery Centre

Archives and Collections Assistant

The Doukhobor Discovery Centre (operated by the Kootenay Doukhobor Historical Society) is a public museum that preserves and shares the history and culture of the Doukhobor people. The Centre is a replicated Doukhobor communal village holding over 1,600 artifacts and numerous displays that illuminate the Doukhobors' culture and history in Russia and Canada.

The Doukhobor Discovery Centre (DDC) is seeking to hire an Archives and Collections Assistant for the Spring/Summer 2026 season. The Archives and Collections Assistant will be responsible for inputting new and current archives and collections into Past Perfect, oversee the organization of archives and collections in the DDC's storage spaces, digitize historical photographs following the DDC's digitization policies and practices, promote archival and collections work on DDC social media accounts, and assist with exhibit construction. This position will work with and report to the DDC's Museum Director. The Archives and Collections Assistant will also assist with gift shop operations and guided tours when necessary. This is a full-time season position (May-August). It is based on a 35.5-hour work week with shifts scheduled from **Tuesday-Saturday** and an hourly wage of \$17.85.

As the Archives and Collections Assistant at the DDC, you will:

- Assign accession numbers and input data for new archival and collections donations into Past Perfect following the DDC's Collections Management Policy.
- Assign accession numbers and input data for unprocessed archives and collections at the DDC into Past Perfect following the DDC's Collections Management Policy.
- Oversee and improve the organization of both archives and collections in existing storage spaces at the DDC.
- Digitize photographs in the DDC's collection as defined by the Museum Director following the DDC's digitization guidelines.
- Develop and write posts showcasing digitized photographs on the DDC's social media pages.
- Working with the Museum Director, assist with exhibit construction.
- Support gift shop operations at the DDC when necessary.
- Guide group tours at the DDC when required.

This position is open to all applicants, including members of the Government of Canada's Employment Equity Groups. Our ideal candidate is a positive team player, who has an interest in archives and collections. You are organized and have attention to detail. Training will be provided for all aspects of the position. All candidates must meet the eligibility criteria of Young Canada Works. Please send resumes and cover letters to info@doukhobor-museum.org.

This position is dependent on approved funding through Young Canada Works.