



Kootenay Doukhobor Historical Society – Doukhobor Discovery Centre

Museum Assistant/Interpretive Guide

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 is seeking to hire a Museum Assistant/Interpretive Guide for the Spring/Summer 2026 season. Museum Assistants are responsible for tour guiding, assisting with gift shop operations, exhibit cleaning as well as general grounds maintenance. The Museum Assistant will also help other DDC staff with archival, collections, or exhibit projects as defined by the Museum Director. This is a full-time position that runs from May-August 2026. The Museum Assistant will work **Tuesday-Saturday** for 35.5-hours per week with an hourly wage of \$17.85. The Museum Assistant position is dependent on approved funding for 2026. All applicants must meet the eligibility requirements of Canada Summer Jobs.

Duties and Responsibilities:

As a Museum Assistant/Interpretive Guide at the Doukhobor Discovery Centre you will:

- Assist with gift shop operations, which includes operating the cash register, inputting new stock into inventory system, preparing online orders, and greeting guests.
- Assist with the operation of the DDC's social media accounts on Facebook and Instagram following the DDC's social media marketing plan.
- Assist with gardening and groundskeeping.
- Cleaning museum displays and exhibit spaces. Includes cleaning museum bathrooms and general cleaning at the Village Bistro restaurant when required.
- Conduct opening and closing routines.
- Maintain sanitization policies.
- Assist with data entry and cataloguing archives and collections donated to the DDC.
- Assist with guided tours when required.
- Assist the Museum Director with exhibit design and set-up.

This position is open to all applicants, including members of the Government of Canada's Employment Equity Groups. We are committed to creating an equitable, inclusive, and accessible workplace where all employees feel valued and supported. We welcome applications from individuals of all backgrounds, identities, and lived experiences, including those who may not see themselves fully reflected in every qualification listed.

Our ideal candidate is a positive team player who is comfortable with public speaking and has an interest in public and local history. You enjoy working outside and with others, are detail-oriented, enjoy interacting with new people, and are a great communicator. Knowledge of Doukhobor and local history is an asset. Training will be provided for all aspects of the job. Please note that the hourly wage will be adjusted following the minimum wage increase in British Columbia for 2026. Resumes and cover letters can be emailed to

info@doukhobor-museum.org