



130 Canada Avenue
Duncan, BC V9L 3Y2
Tel: 250.746.6612

Museum Education Assistant

The Cowichan Valley Museum & Archives, located in downtown Duncan on the unceded traditional territory of the Quw'utsun Tribes, is seeking an enthusiastic and reliable **Museum Education Assistant** to support the delivery of our school and community programs. Reporting to the Curator, the Education Assistant will help promote, coordinate, and deliver existing educational programs developed by the museum. The ideal candidate will enjoy working with children, educators, and the public, and will bring creativity and initiative to program delivery.

Responsibilities

- Learn, prepare, and deliver the museum's established school programs in alignment with the BC curriculum.
- Adapt or update existing programs and activities as needed to meet classroom or teacher requests.
- Communicate with teachers and schools (SD79 and private schools) to schedule and promote museum programming.
- Assist with program planning, scheduling, and advertising, including contacting educators and distributing information materials.
- Maintain program materials, supplies, and teaching aids.
- Track attendance and feedback for each program delivered.
- Support the development of new educational activities and occasional public programs, in collaboration with museum staff.
- Provide a short monthly report outlining program participation and feedback.

Qualifications

- Strong communication and organizational skills.
- Comfortable speaking and leading activities for children and youth in group settings.
- Experience teaching, tutoring, or presenting to groups (museum, classroom, or camp experience preferred).
- Interest in local and Indigenous history, heritage education, and public engagement.
- Ability to work independently and as part of a small team.
- Basic computer skills, including email and document management (Word, Excel, etc.).
- Completion of a satisfactory RCMP Vulnerable Sector Check is required before starting.
- Experience in educational programming, heritage interpretation, or community outreach is an asset but not required.



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Position Details

Position title: Museum Education Assistant

Wage: \$19–\$22 per hour (based on experience)

Hours: Approximately 15 hours per week, start as soon as possible to late May 2026

Schedule: Weekdays, primarily during school hours, with flexibility based on bookings.

Location: Cowichan Valley Museum & Archives, 130 Canada Ave, Duncan, BC

Funding: This position is funded through the BC Community Gaming Grant.

Please submit your cover letter and resume as a single PDF document to hr@cvmuseum.ca