



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

Administrative Assistant (Museum Operations)

The Cowichan Valley Museum & Archives, located in downtown Duncan on the unceded traditional territory of the Quw'utsun Tribes, is seeking a motivated and organized **Administrative Assistant** to support the museum's daily operations.

This position is funded through the **Canada Summer Jobs (CSJ) program** and provides hands-on experience in administration, visitor services, and museum operations. Reporting to the Curator, the successful candidate will support front-of-house coordination, administrative workflows, and internal organization that supports exhibitions, school programs, and archives services.

This position provides valuable experience for youth interested in museums, heritage, administration, tourism, public history, communications, or non-profit organizations.

Responsibilities

- Support day-to-day museum administrative operations
- Assist with communications, scheduling, and calendar coordination
- Respond to telephone and email inquiries
- Assist with visitor services and admissions by donation
- Support gift shop and front desk operations
- Help maintain manual and digital filing systems
- Assist with project tracking and organizational tasks
- Support social media and promotional activities
- Assist with museum events and public programming
- Support volunteer coordination and general office procedures
- Assist with basic finance tracking and administrative tasks
- Help maintain a welcoming and organized museum environment

Qualifications

- Interest in museums, heritage, history, tourism, administration, or communications
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Comfortable interacting with the public
- Basic computer and administrative skills
- Experience with social media or office software is considered an asset



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Eligibility Requirements

Applicants must meet Canada Summer Jobs eligibility requirements:

- Be between 15 and 30 years of age at the beginning of employment
- Be a Canadian citizen, permanent resident, or person granted refugee protection under the Immigration and Refugee Protection Act
- Have a valid Social Insurance Number and be legally entitled to work in Canada

Please note:

International students are not eligible under Canada Summer Jobs program requirements.

Position Details

Position title: Administrative Assistant (Museum Operations)

Wage: \$18.25 per hour

Duration: 8 weeks

Start date: June 1, 2026

Hours: 35 hours per week

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

Funding: Canada Summer Jobs

The Cowichan Valley Museum operates within a historic heritage railway station building with limited accessibility. The workplace includes stair access only and does not have elevators.

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