



Sooke Region Museum

Operated by the Sooke Region Historical Society
Mailing Address: Box 774, Sooke, BC V9Z 1H7
Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3
250-642-6351 info@sookeregionmuseum.ca

Historical Exhibits Archives Gift Shop Visitor Centre Lighthouse Moss Cottage

Job posting: Emergency Planning Intern

contract position: 8 Sep 2025 – 27 Mar 2026

hourly wage: \$19.35

37.5 hours/week

deadline to apply: 4 August 2025

The Sooke Region Museum & Visitor Centre is seeking an Emergency Planning Intern to develop an emergency plan, to ensure the safety of the collection. The Sooke Region Museum explores the cultural and natural heritage of the region from East Sooke to Port Renfrew, including the municipality of Sooke and unincorporated communities of Otter Point, Shirley and Jordan River on the lands of the T'Sou-ke, Pacheedaht, and Scia'new people. In addition, we are the regional Visitor Centre, providing maps, community information, and details on local attractions, businesses and events. We also have local artisan work and an extensive selection of books about local culture and heritage in our gift shop.

Primary Job Duties

The Intern will work with Museum staff to

- Identify threats to the museum and collection
- Develop an emergency plan for the Sooke Region Museum that can be adapted to any circumstance
- Identify building/facility maintenance required to maintain integrity of the collection
- Build awareness of the importance of anticipating and managing risk as an essential function of museum staff

The Intern will create a comprehensive emergency plan with a risk mitigation plan, actions to take in the event of a disaster, procedures in response to different types of disaster, guidelines to assess severity of a disaster, descriptions of collections storage locations, service control points, and emergency contacts. The project will also include development of documentation/forms/templates to use in emergencies and training sessions with staff and volunteers.

Ideal Candidate

Post Secondary student in social sciences; Good computer skills; Excellent research and writing skills; Attention to detail; Creativity and Solutions-based thinking, resourceful; Comfortable working independently and in a team.

Experience in a museum, library or archives setting is an asset.

The Sooke Region Museum operates in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.

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The Sooke Region Museum & Visitor Centre is committed to equity, diversity, inclusion, access, and reconciliation and an open and transparent hiring process. We encourage and welcome all applications from women and gender nonconforming people, people of colour, Indigenous Peoples, people with disabilities, peoples of all sexual orientations, and all others.

To be considered for this position funded by Young Canada Works, candidates must:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number);
- be between 16 and 30 years of age inclusively at the start of employment;
- be a graduate from college, CEGEP or university; and
- be registered in the YCW online candidate inventory.

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

Please submit your resume and cover letter by midnight 4 August 2025 to:

By mail to: Sooke Region Museum, Box 774, Sooke, BC V9Z 1H7 ;

By hand: 2070 Phillips Rd., Sooke, BC ;

By email: director@sookeregionmuseum.ca

Please contact us if you need alternative formats for the application process.

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