



# 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**

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## Job posting: Museum Assistant

contract position: 19 May 2026 – 31 Mar 2027

hourly wage: \$19.50

37.5 hours/week

deadline to apply: 26 April 2026

The Sooke Region Museum & Visitor Centre is seeking a Museum Assistant support permanent staff in the refresh of interior exhibits, collections management, a heritage sign project update, and natural heritage interpretation in our events pavilion. The Museum opened in 1977, and as we approach the 50<sup>th</sup> anniversary, we are updating exhibits and signage interpretation at the Museum and in the region.

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.

Guided by the report and findings from our 2025 community engagement project, our interpretive plan, our strategic plan, our *Interpretation and Exhibits Policy*, and our collection, the Museum Assistant will help research, write, and edit exhibit text, assist in fabrication and installation of exhibits and other related tasks. Research will be conducted using comprehensive and verifiable sources to ensure the accuracy of the information presented and conducted in accordance with the Sooke Region Museum's *Research and Access to Collections Policy*.

### Primary Job Duties

The Intern will work with Museum staff to

- Conduct research to inform an update to the interior exhibits, heritage signs, and add natural heritage interpretation in Events Pavilion using materials at the Sooke Region Museum as well as external sources
- Identify reliable sources of information to tell stories about local history, cultural and natural heritage
- Follow the interpretive and strategic plans to inform research, writing, and presentation
- Suggest potential techniques, formats, methods of storytelling/display/presentation to convey information in an engaging way
- Identify potential gaps in current collection

*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.*

## Job posting: Museum Assistant posting, page 2

- assist staff to refresh permanent exhibits, working with volunteers as part of team
- re-homing objects from the former permanent exhibits, bringing out objects from storage to new exhibits, deaccessioning objects that are unsafe, damaged, or not related to our mandate.
- support staff and Board volunteers to research, write, source images for updated regional heritage signs.
- add natural heritage interpretation to programming space overlooking marsh, working with a consultant who will design, fabricate and install interpretive structures

The Museum Assistant intern will gain valuable experience in many areas of museum operations including:

- conducting research for the purposes of museum exhibits;
- following an interpretive plan for the development of exhibit and interpretive materials;
- collections management, cataloguing procedures, object handling and identification, preparing and updating condition reports, displaying and storing various objects (textiles, documents, photographs, furniture, etc.);
- developing exhibits that respond to the needs of the local community
- working with Museum professionals (collections & exhibit manager, exhibits technician) as well as other staff (programs manager, Visitor Centre manager and councillors, gift shop manager) as well as volunteer Board members and community volunteers

### **Ideal Candidate**

Post Secondary student/graduate 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.

Interest in and knowledge of local natural heritage, especially wetland flora and fauna.

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 26 April 2026 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](mailto:director@sookeregionmuseum.ca)

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

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