

Curatorial Assistant at Cumberland Museum & Archives

Job Title: Curatorial Assistant

Location: Cumberland Museum & Archives, Cumberland, BC

Duration: 6 months, **May 19 – November 14, 2026**

Hours: Full-time, Tuesday to Saturday (35 hours/week)

Compensation: \$23/hr, plus 4% vacation pay in lieu

About the Cumberland Museum & Archives:

The Cumberland Museum and Archives (CMA) on Vancouver Island is located on the unceded traditional territory of the Pentlatch, E'iksan, Sasitla, and Sathloot peoples of the K'ómoks First Nation. The museum tells the story of the people of Cumberland — the rich, the poor, the powerful, the rebellious, the righteous and the radical.

CMA preserves and shares the rich history of Cumberland — a former coal-mining town, a hub of labour and environmental activism, and a vibrant recreational community — through exhibitions, events, a research library, and the recently launched Digital Museum.

The Cumberland Digital Museum (cumberlandhistory.ca) is a platform designed to grow over time and share the stories of Cumberland and the Comox Valley with audiences near and far.

Position Overview:

CMA is seeking a motivated and creative Curatorial Assistant to support the ongoing development of the Digital Museum. This is a hands-on opportunity for a student or emerging museum professional to gain experience in digital curation, exhibition development, and community engagement while contributing to a publicly accessible online project. The Curatorial Assistant will create new exhibitions for the Digital Museum, based on their areas of interest and museum priorities.

For their first project, while learning about the history of Cumberland and the process of creating exhibitions for the Digital Museum, the Curatorial Assistant will create a digital exhibition highlighting Cumberland's historic buildings. This will include research and digitisation, interpretive writing, online publishing and social media marketing.

This position is part of a small team, so the Curatorial Assistant will also assist with the day-to-day operations of the Cumberland Museum and Archives, including greeting visitors at the front desk and supporting events as necessary.

Requirements:

Candidates must meet Young Canada Works (YCW) at Building Careers in Heritage Grant funding requirements, specifically:

- Must be a Canadian citizen, permanent resident, or protected person.
- Must be between 16 and 30 years of age at the start of employment.
- Must be a college or university graduate (certificate, bachelor's, master's or doctorate).

The successful candidate will be required to provide a clear and valid criminal record check and have a valid Social Insurance Number.

Desired Qualifications and Experience:

- An interest in a career in museum exhibition curation, digital content curation and digital collections management.
- Excellent research, communication, and interpersonal skills.
- Previous experience in Adobe design programs and familiarity with museum software such as AtoM or Microsoft Access.
- Computer literacy, including Microsoft applications, computer coding or web design.
- Detail-oriented.
- Exhibit experience with project management.
- Ability to work as part of a team and independently.
- Interest in heritage, museums, digital media, or history is an asset.

This position would be suitable for a student studying, or interested in archival studies, information management, museum studies, archaeology, anthropology, history, English or a related field, aged 30 or under.

The successful candidate will commit to working 35 hours per week, Tuesday through Saturday, 9:30 am to 4:30 pm.

Commitment to Diversity:

Diversity and inclusion are central to our values and our impact. We welcome candidates from all backgrounds and experiences.

Application:

To apply, please forward your resume, including the contact details of two references, and a short cover letter to director@cumberlandmuseum.ca by the 26th of April.

We thank all candidates for their interest. Only those selected for an interview will be contacted. Interviews will continue on a rolling basis until the position is filled.