

Museum Interpreter at Cumberland Museum & Archives

Job Title: Museum Interpreter / Front Desk Assistant

Location: Cumberland Museum & Archives, Cumberland, BC

Duration: Two Months - **July and August 2026** - with the opportunity to work weekends in June

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

Compensation: \$20/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.

Position Overview:

CMA is seeking a friendly, reliable Museum Interpreter / Front Desk Assistant to provide a welcoming and informative experience for visitors. This is a public-facing role well suited to someone who enjoys working with people and has an interest in local history, museums, and community engagement.

The successful candidate will be the first point of contact for visitors, helping to create a positive and engaging museum experience.

Tasks and Responsibilities

Public Engagement and Front Desk

- Greet visitors and provide information about exhibitions and services.
- Process admissions, ticketing, and shop sales using the point-of-sale system.
- Respond to enquiries in person, by phone, and by email.

Event Support

- Help prepare for events, including setting out chairs, tables, and signage.
- Support program staff during events.
- Participate in event clean-up and resetting spaces for regular museum use.

Administrative Support

- Perform routine office duties such as organising files and updating records.
- Assist with preparing basic written materials, including promotional material.
- Input data into spreadsheets or databases as required for tracking visitor numbers.
- Prepare, upload and rename digital files to ensure consistent and correct formats.

Requirements

Candidates must meet Canada Summer Jobs (CSJ) Grant funding requirements, specifically:

- Must be a Canadian citizen, permanent resident, or protected person.
- Must be between 15 and 30 years of age at the start of employment.
- Must be legally entitled to work in Canada (including having a valid Social Insurance Number).

Qualifications and Skills

- Strong communication and interpersonal skills
- Comfortable interacting with a wide range of visitors
- Basic cash handling or retail experience is an asset
- Interest in history, museums, or community storytelling is an asset
- Reliable, punctual, and able to work independently and as part of a team
- The ability to efficiently and accurately input data
- Strong IT skills are considered an asset

This position provides an opportunity to gain experience in a museum setting, develop customer service and communication skills, and engage with the stories and history of the Cumberland community.

The successful candidate will commit to working 35 hours per week, including weekend days, 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.