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**1 Student Position Vacancy:
Archival Assistant – Curatorial
(Young Canada Works Program)**

The Kilby Historic Site & Archives has an exciting 10-week summer student employment opportunity which will run from **June 15th to August 21st, 2026**. Please note that the position and its duration are conditional on funding and the approval of qualifications by the Young Canada Works program.

The Archival Assistant is a hands-on position which offers the opportunity to learn integral behind-the-scenes archival procedures from accessioning and data entry, to rehousing and research. The chosen candidate will be trained in modern archival standards and will learn the unique history of the Kilby Historic Site. The Archival Assistant will assist in rehousing, organizing, and digitizing our archival holdings. These holdings include maps, visual records, and other documents from 1890 to 1970 ranging in theme from local First Nations to the dairy industry and general merchant business, with much in between. The Archival Assistant will gain diverse experience by digitizing documents, rehousing archival items in acid-free materials, and updating database records. All work undertaken is designed to increase public access to the collections. This work is essential for public engagement with the collection, and it lays the foundation for future exhibit and conservation work. Previous experience with databases or in archives is an asset but if you are willing to learn, we are excited to teach.

Duties include:

- Conduct inventories
- Assist in ongoing data entry for recently digitized materials from the 1900s.
- Assist the curator with the description of archival materials to improve future access.
- Update existing records by adding location data, media files, etc.
- Conduct research to expand our understanding of the provenance and significance of our archival items.
- Assist with archival conservation, including removing staples and rubber bands, rehousing archival items in acid-free materials, and helping with pest control and monitoring.
- May occasionally be required to assist with on-site activities, interpretation, and historical re-enactments for the visiting public.

Requirements include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at www.youngcanadaworks.ca and meet the following criteria: A Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible); are legally entitled to work in Canada (have a valid social insurance number); are between 16 and 30 years of age inclusively at the start of employment; and are a high school, college, CEGEP or university student.
- An interest and relevant studies in Library and Information Studies, History, Museum or Archival Studies, Digital Humanities, Anthropology, etc. (Database experience, an asset).
- Familiar with the Microsoft Office
- Ability to work 35 hours a week.
- Priority may be given to students in our surrounding towns and First Nations communities.
- Driver's license not required but must possess a reliable means of transportation to/from work
- Must be able to pass a criminal record check.

This position offers an hourly rate of \$19.00.

7-hour days/5 days a week

Apply by sending your resume **by May 4th, 2026** to the Human Resources Department, Kilby Historic Site, Fax: (604)796-9592 or e-mail to humanresources@kilby.ca We thank all applicants in advance; however, only those selected for an interview will be contacted. The Kilby Heritage Society is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.