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Museum · Farm · Restaurant · Gift Shop · Campground · Boat Launch

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

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The Kilby Historic Site & Archives has an exciting 10-week summer student employment opportunity which will run from **June 15<sup>th</sup> to August 21<sup>st</sup>, 2026**.

The Curatorial Assistant is a hands-on position which offers the opportunity to learn integral behind-the-scenes museum procedures from accessioning and data-entry, to rehousing, conservation, and research. The chosen candidate will be trained in modern museological standards and will learn the unique history of the Kilby Historic Site. The museum's object collections are mainly comprised of product packaging, farm equipment, and general merchandise 1900-1970. The Curatorial Assistant will assist in digitizing and improving museum records. They will gain diverse experience by conducting inventories, processing backlogged donations (numbering, cataloguing, and storing), and updating records. The objective of this work is to expand public access to the collections. This work is essential for increasing engagement with the collection, and it lays the foundation for future exhibit and conservation work. Previous experience working with databases or in museums is an asset but if you are willing to learn, we are excited to teach.

**Duties include:**

- Assist with basic conservation such as cleaning artifacts, pest control, and improving item storage.
- Improve documentation by conducting inventories, photographing artifacts, and updating database records.
- Help process backlogged donations (numbering, storage, and data entry).
- Conduct research to increase knowledge of object provenance and historical significance.
- May 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](http://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 History, Museum or Archival Studies, or related field.
- Familiar with the Microsoft Office (database experience, an asset).
- 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 4<sup>th</sup>, 2026** to the Human Resources Department, Kilby Historic Site, Fax: (604)796-9592 or e-mail to [humanresources@kilby.ca](mailto: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.*