



MUSEUM ASSISTANT – EDUCATION

Help to preserve and present the rich cultural heritage of the Alberni Valley! The City of Port Alberni is currently seeking a part-time Museum Assistant to join the Alberni Valley Museum team. The successful applicant will assist with the presentation of the history, heritage and culture of the Alberni Valley through a variety of museum-focused program offerings.

Duties will include:

- planning, coordinating and delivering a variety of educational programs including school and public programs, virtual offerings and special events
- planning and preparing various museum outreach.
- preparing lesson plans and programming materials
- working with program volunteers
- hosting museum birthday parties, murder mysteries, and camps
- monitoring the gallery, greeting visitors, assisting with exhibit installation, responding to inquiries and providing gift shop coverage as required

Candidates are required to have the following qualifications:

- Completion of Grade 12 or equivalent
- Additional education in a related field of study would be considered an asset
- Previous related experience
- Previous experience working with children and youth
- Previous experience leading, planning and conducting programs, or in education or programming would be an asset
- Valid Class 5 BC driver's license
- Current Standard First Aid and CPR-C/AED certifications

The rate of pay for this position is \$21.39 per hour plus 15% in-lieu of benefits. ***This position will have a set schedule and work Wed/Thurs/Sat (18 hours per week).*** The successful candidate will be required to complete a Police Information Check.

To Apply: Please forward a resume and cover letter, including copies of your qualifications, by Aug 8, 2025, at 4:30pm:

Attention: Human Resources

By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

