



Part-time Assistant Position

The Shawnigan Lake Historical Society is an Equal Opportunity Employer.

Wage: \$18.00 per hour

Time: 5 days a week (Tuesday - Saturday) for 5 hours daily

Skills needed:

Preference will be given to a person with a strong and enthusiastic interest in the importance of museums and history...particularly Shawnigan history.

Desired assets:

- Ability to work independently and as part of a team.
- Great interpersonal and communication skills
- Interest in local history
- Strong computer skills
- Can work in an environment with distractions
- Problem-solving, creative thinking and flexibility.
- Flexibility in hours (possibly some evening events)
- First Aid

Job Description:

The person hired will work under the direct supervision of the Executive Director

- Provide support for school programming and Special Events
- Administrative tasks such as cataloguing artifact donations/gift shop sales and balancing
- Reception/visitor engagement/Gift Shop
- Independent and group projects
- Light cleaning and other tasks as assigned

Skills:

Successful candidate will:

- Work in a supportive environment that allows and encourages personal growth
- Gain practical experience and training for education in a museum setting, public program development and coordination, museum administration and historical research
- Learn about all aspects of visitor/hospitality services
- Refine and develop public speaking skills and presentation techniques
- Work with an enthusiastic and professional staff
- Will receive support from staff and volunteers

References

- Please provide phone contact or email for three references (work-related or school) from the past two years.

Please submit your resume by email by November 22nd, 2025. We will contact potential applicants for interviews.

Questions? Contact Lori Treloar, Executive Director

lori@shawniganlakemuseum.com Phone: 250-743-8675