



TK'EMLÚPS TE SECWÉPEMC

## JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

<b>POSITION TITLE:</b>	<b>Museum Archives Assistant</b>
<b>DEPARTMENT:</b>	<b>Language &amp; Culture</b>
<b>SUPERVISOR:</b>	<b>Museum Staff Supervisor</b>
<b>TERMS:</b>	<b>Full-time, permanent</b>
<b>REFERENCE #:</b>	<b>2026-076</b>

### **Purpose of Position:**

The purpose of this position is to provide professional support within the Secwépemc Museum and Heritage Park and will work as an assistant to the Archivist. The work is of varied nature including proper care and handling of museum collections, cataloguing and inventory control, researching and other duties as assigned by the SMHP Archivist, Staff Supervisor, and/or the Language and Culture Department Manager.

### **Duties and Responsibilities:**

The Archives Assistant provides operational and technical support to the Museum Archivist and Registrar/Staff Supervisor in the care, organization, documentation, and accessibility of archival and archaeological collections.

#### **A. Archives Operations and Collections Support (75%)**

- Assist with the arrangement, description, cataloguing, indexing, scanning, and long-term inventory of archival materials in accordance with established procedures and professional standards.
- Support accessioning and documentation of archival materials, including data entry and description using the Rules for Archival Description (RAD), under the direction of the Archivist.
- Maintain accurate records of accessions, deaccessions, loans, and researcher access in both hard copy and digital formats.
- Update and maintain archival records within the Museum's Content Management System (CMS), in collaboration with the Archivist and Registrar.
- Assist with the physical care, handling, and basic preservation of archival materials, following approved handling and conservation practices.
- Support the organization and inventory of archaeological materials housed within the Secwépemc Archaeological Repository, under the direction of the Registrar/Staff Supervisor.
- Prepare and maintain physical and digital finding aids to support research access and internal inventory control.
- Assist with internal and external research requests by locating materials, preparing files, and providing general reference support, as directed.
- Provide courteous, culturally respectful information to visitors and researchers in person, by phone, or via email, within established access protocols.

- Assist with labeling, rehousing, and movement of archival materials (including lifting up to 30 lbs.), ensuring safe handling and appropriate storage.
- Support digitization and documentation projects as assigned.

#### **B. Education, Outreach, and Team Support (20%)**

- Assist with the development of educational and interpretive materials related to archival collections, including brochures, newsletters, and gallery or program content.
- Support museum exhibits and programming by providing archival research and preparation assistance.
- Participate in staff meetings and provide updates on assigned archival work.
- Learn foundational procedures across museum operations (e.g., front desk coverage, basic exhibit support) to assist with operational continuity as required.
- Conduct research and record information in collaboration with TteS staff, Elders, and Traditional Knowledge Keepers, ensuring respectful documentation and appropriate transfer of knowledge for archival purposes.

#### **C. Other Duties (5%)**

- Perform other related duties as needed and assigned by the Museum Registrar/Staff Supervisor, Archivist, or Language and Culture Department Manager.
- Perform all duties in accordance with TteS policies, archival ethics, and confidentiality requirements.

#### **Financial Responsibility:**

This position does not administer a budget for the Secwépemc Museum and Heritage Park but may participate in all strategic planning sessions, make budget recommendations, make orders for the archival purchases and work with the administrator and finance department to submit invoices and so on.

#### **Supervision or Training Duties:**

This position does not have any supervisory duties but is strongly encouraged to complete a professional degree as an Archivist or related education. Those working in the Language and Culture department must be willing to participate in Secwepemctsin classes and learn our songs and dances.

#### **Special Requirements:**

Must participate in Language and Culture Department activities where appropriate and as assigned by the Manager and SMHP Supervisor

#### **Professional Certification, Education and Experience:**

- Certificate in Museum Studies, Archival Studies, Cultural Resource Management, Indigenous Studies, Information and Library Science, or a related field; or an equivalent combination of education, training, and experience. Education with a focus in Indigenous Archives preferred
- Minimum two years experience working with Indigenous communities, Secwépemc or Tk'emlúps te Secwépemc contexts, is strongly preferred.
- Knowledge of, or demonstrated willingness to learn archival principles, procedures and professional standards.
- Experience using computer applications including databases, content management systems, word processing, spreadsheets, the Internet, and outlook email.
- Knowledge of Secwépemc History, Culture and protocols, or a demonstrated commitment to learning Secwépemc culture, Secwepemctsin language, and participating in Language and Culture Department activities

#### **Skills and Abilities:**

- Strong attention to detail and ability to work methodically and accurately.
- Ability to follow established procedures while adapting to varied daily tasks.
- Effective verbal and written communication skills, with demonstrated tact, diplomacy, and cultural sensitivity.

- Strong organizational, planning, and time-management skills.
- Ability to work collaboratively as part of a team and support multiple priorities.
- Sound judgement, problem-solving skills, and a strong service orientation.
- Ability to work respectfully in a multicultural and community-based environment.
- Flexible, reliable, and enthusiastic approach to learning and contributing to museum operations.
- Ability to maintain confidentiality and handle culturally sensitive information with care and professionalism.

**Benefits:**

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts may be required.

**PAY GRADE:** Starting at \$22.59 - \$24.95 per hour depending on education & experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

## **Deadline for the Job posting is open until filled.**

**Submit Job Application Form, cover letter, resume, and references  
online: <https://tkemlups.ca/employment/>  
or at our Human Resources office #320 Chief Alex Thomas Way.  
Office Hours are Monday to Friday 8:00 am to 4:00 pm &  
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out  
an online application form which can be found at: <https://tkemlups.ca/employment/>**

**Any late submissions or submissions without the job application form will not be considered.**