

Curatorial Assistant Job Description

Museum Curatorial Assistant

- Assists with the maintenance and upkeep of the artifact catalogues
- Assists with care and management of the collection
- Assists with the creation of meaningful exhibits, ensuring the preservation of our community's heritage.
- Assists with marketing and public relations using a variety of media including digital and print.
- Assists with the coordination and execution of public events.
- As directed, opens and closes the museum, manages sales, provides information to visitors, and performs a limited scope of minor maintenance duties.

Required Knowledge, Skills and Abilities

- Ability to communicate effectively in English
- An understanding of museum artifact cataloguing is an asset
- Is currently taking a related post-secondary degree such as History, Education, Journalism, etc.
- Excellent customer service and interpersonal skills
- Ability to plan and organize work methods and procedures within established guidelines
- Knowledge of local history is an asset

Other Details

- 30 hours per week, Monday to Friday, there may be occasional weekend work
- Pay rate - \$18.00/hour
- Work term - May 4, 2026 to August 21, 2026
- Please submit your application with cover letter and resume to lumsdenmuseum@gmail.com or by mail to Lumsden Historical Society, Box 91, Lumsden, SK, S0G 3C0 by April 15, 2026