



Princeton and District Museum and Archives Society,
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The Princeton Museum is a partnership between the PDMA Society and the Town of Princeton

April 20, 2026

Museum Assistant (Job Description)

The Museum Society is hiring for two part time positions to work with the physical Museum Collection and the necessary equipment to populate our digital inventory as well as produce (or preserve) digital media resources. There are numerous modules within the project based upon the type of physical media involved. The work assigned will depend upon which module is selected (prioritized). Each module will have its own equipment and procedures. The equipment may consist of A DSLR camera, flatbed scanner, gooseneck scanner, cassette tape duplicator, VHS video tape player, a Network Accessible Storage unit, and Windows based personal computers. Each module has its own specific procedures, but generally entails manipulating the original physical media to produce (or preserve) a digital copy, ensure the integrity of the copy, save that digital resource in numerous locations and place the resource on a server which can be remotely accessed. A record of the digital resource will be created in the Collection Management System along with thumbnail photos and hyperlinks, as appropriate. The physical media will then be properly stored and the location recorded in the CMS. The production and adjustment of digital records will be the focus of the contract.

Requirements

The successful candidate will be:

- Fluent in the English language, excellent reading and writing skills required.
- Ability to work with minimal supervision. Must also be able to work well with others.
- Must not be hyper sensitive to environmental irritants.
- Able to attend the Museum site through the challenges of the winter months.
- Comfortable with Windows based personal computers and familiar with the Microsoft Office suite.
- Able and willing to research the internet for clarification of details.
- Able to learn the Proficio Elements CMS software.
- Capable of using all of the equipment after specific training is provided.

Tasks and responsibilities

Each project module has its own components but may include:

- Scanning physical photos, slides, negatives, journals and creating metadata entries into a database. Analyzation of data for accuracy.
- Transferring digital resources between media types and digitizing analog media resources, modifying software parameters to improve quality, verifying accuracy of transfer, creating resource records and hyperlinks in CMS.
- Handling artifacts, measuring, photographing, keying data entry into a Collection Management System, decision making regarding proper entry, proper storage of artifacts, storage organization.
- Managing digital storage resources and data entry.

The activities of the Society take place on the traditional lands of the Upper Similkameen Indian Band

Environment

The Princeton Museum is a small institution and so the successful candidate will be working with a limited number of cohorts. The Project Staff will not be required to interact with the Public but may be exposed to them casually. The Museum is warm, dry, and reasonably clean. Some people are bothered by the artifacts, but the building is well ventilated with UV treated air to minimize active contaminants. The Museum is two blocks away from the Town center and is within walking distance of all of the Town's amenities. The Museum is handicapped accessible, although this would not be the ideal situation for a handicapped employee as the elevator to the basement Collection storage area is for freight only. The employees will dress in such a manner so as not to offend the general public. Display of words or phrases on clothing that may be controversial or offensive is not allowed. When working with storage of the Collection it is recommended that a full coverage shoe be worn. It is requested that the use of scents be kept to a minimum as some of our people are sensitive that way. Personal music devices will be allowed but only with earbuds. Volume must be kept low so that other people can interact with you and they are not bothered by your music. Cell phone use must be kept to a minimum as this seriously affects productivity. Harassment and conflict will not be accepted. Variance from these expectations will be grounds for dismissal.

Remuneration

The rate of pay for this position will be \$22.50 per hour. The hours of work are flexible within the window of Monday to Friday, 9:00 am to 4:30 pm. 4% Holiday Pay will be included on each paycheck. Pay will be deposited automatically into the employee's bank account every second Friday. The term of the contract is 280 hours.

The period of employment may begin anytime but must be completed prior to August 29, 2026.

If you are interested or want more information, apply to the Museum email with your resume or visit the Museum.