

Job Poster:

Position: Collections Research Assistant (Young Canada Works)

Term: 14 weeks full-time (July 7 to August 15, 2026), with the possibility of an additional 8 weeks of part-time employment between September 1, 2026, and March 31, 2027.

Pay: \$21.75 per hour, 35 hours per week

Location of Work: UVic Legacy Art Gallery, downtown, 630 Yates St, Victoria, BC.

Work Hours: Tuesday-Saturday, 9am-4:30pm Please note this position works on-site and in-person at the Legacy Art Gallery Downtown, with occasional work on campus.

The University Art Collections (UAC) is situated within the UVic Libraries, whose mandate supports the university's strategic directions in research, teaching, and community engagement. Open, engaged, and enduring, UVic Libraries and Art Collections creates and stewards interdisciplinary, collaborative research environments for the benefit of faculty, students, and the wider community. Located on the traditional territories of the Lekwungen peoples and on the traditional lands of the Songhees, Esquimalt and WSÁNEĆ peoples, the University Art Collections prioritizes exhibition collaborations with underrepresented communities, particularly Indigenous artists and community members. The Collections Research Assistant will work with the UAC team, located at UVic's Legacy Art Gallery Downtown location, with occasional work on campus for specific projects or events. UAC's collection of historic and contemporary art emphasizes the Pacific Northwest region, encompasses about 19,000 objects and is accessible to the community as well as researchers and faculty both online and through exhibitions. UAC curates exhibitions at its downtown gallery location and two additional exhibition spaces on campus.

Job Description:

As a key team member, the Collections Research Assistant will be involved in three main areas of museum operations:

Collections Management By the end of their placement Collections Research Assistant will have a good grasp on collections management policies and procedures including acquisitions, condition monitoring, loans, art handling, copyright, object photography, and digital preservation. The YWC student will work with the CMSG to assist with a number of collections procedures such as condition reporting, cataloguing, data entry, collection research, renewing loans, applying records management procedures, and processing image files. The Collections Research Assistant will also assist with provenance research including for Indigenous cultural belongings that may be candidates for future repatriation.

Visitor Engagement: As part of the front of house staff team responsible for visitor engagement, the Young Canada Works student will be trained by our staff specialist for the UAC Art Gallery's visitor engagement program to meaningfully engage visitors with exhibition content. The student will receive

training on cultural caring and accessibility in visitor engagement and should have a special interest in Anti-Racist practices in museum and cultural spaces. In this role, the student will also compile a record of interactions with visitors, log attendance statistics and administer informal survey questions.

Exhibitions: The Collections Research Assistant will learn about activating museum collections through exhibitions, and land-based practices of artists such as Farheen HaQ's solo exhibition *I am my Mother's Daughter*. The Collections Research Assistant will assist the Art Collections Technician in installing and striking exhibitions and will learn art handling techniques.

Qualifications:

- Second year or higher post-secondary student in Humanities, Fine Arts, Social Sciences, Museum Studies, Indigenous Studies or related discipline with an interest in museums or other cultural organization.
- Strong written and oral communication skills
- Advanced computer skills and an ability to learn new software quickly in a mixed Mac and PC environment.
- Experience using data management software, performing data entry, and/or cataloguing would be considered an asset. Excellent verbal and written communication skills and a high degree of accuracy and attention to detail.
- Adobe Creative Suite experience is an asset.
- Able to work collaboratively as part of a team as well as independently and exercise good judgment.
- Able to manage multiple projects and deadlines and adapt to changing priorities.
- Able to build respectful and accountable relationships with folks who are racialized, neurodivergent, disabled, LGBTQIA2S+, from different religions, and others who experience equity barriers.

A student may be eligible for employment if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a high school, college, CEGEP or university student.

Note: Priority will be given to students who have not previously participated in the YCWHO employment program.

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#). Read our full equity statement here: www.uvic.ca/equitystatement

Please apply with a cover letter and resume to Caroline Riedel, Manager and Head Curator, criedel@uvic.ca

Deadline: Friday, July 3, 2026, 4 pm PST.