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Cultural Exhibits Technician

This regular part-time position involves a skilled, technical level of work related to the development and delivery of exhibits and related activities at a large regional museum (Surrey Museum).

The successful candidate is responsible to prepare, construct and maintain, as well as assist in the design of, permanent and temporary museum exhibits. The incumbent will exercise a significant degree of judgment and initiative within established guidelines under the direction of the Curator of Exhibits. Exhibit development responsibility may involve coordination of other employees and/or volunteers who assist in delivery.

The ability to effectively communicate both in writing and orally is integral. Responsibilities include estimating project costs, ordering supplies and assisting in the packing, unpacking, shipping/delivery of artifacts and displays. You will be competent in the use of carpentry and power tools. You will have knowledge of standard museum practices as well as the physical strength, stamina and coordination to carry out the duties of the position. Familiarity with preparing exhibit layouts, designing and fabricating support systems for artifacts, mounting text and graphics and assisting to install or adjust lighting, video and sound systems for exhibits and program areas is necessary. In addition, the successful candidate will work with external curators, graphic designers and producers, develop and maintain a log of exhibit materials, provide graphic data and assist to develop virtual exhibit information for online public access.

Completion of Grade 12 supplemented by related courses and training in museum or the visual arts exhibit preparation work is required. Completion of a relevant bachelor degree or technical certificate in a related field such as studio arts, stagecraft, design or drafting would be an asset. A minimum of 3 years' experience in museum or gallery preparation work or an equivalent combination of training and experience. A valid B.C. driver's license and vehicle is needed. The candidate must possess an Industrial First Aid Level I certificate. A Firearms Possession and Acquisition License are desirable. Must have a Criminal Record check completed.

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