

**Position Vacancy:**  
**Museum Assistant – Curatorial**  
**(Young Canada Works Program)**

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***Great City, Great Work, Great Future!***

The New Westminster Museum and Archives has a 14-week summer employment opportunity which will run from **May 24, 2016 to August 27, 2016, Tuesdays to Saturdays, 35 hours per week**. Please note that the staffing of the position and its duration are **conditional on the approval of the grant application** submitted to the Young Canada Works program.

Duties include:

- Assist with cataloguing, photo documentation, deaccessioning and updating artefact database records.
- Assist with the research, development and fabrication of exhibits.
- Deliver educational heritage programming for school children and the public.
- Perform guided tours of New Westminster Museum and Archives facilities, including Irving House and the 1937 Samson V Museum.
- Help the curator with basic preservation tasks.
- Develop reference materials.
- Perform light cleaning and basic maintenance.
- Perform other related duties.

Requirements include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca) and that you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- In addition you should ideally have completed a year of study in history, education, design, or museum studies or a related program at a recognized university.
- Preference may be given to those with previous work or volunteer experience in a museum.
- You should be familiar with the theory and principles of museum operations.
- Ability to work co-operatively, as part of a team.
- Possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with the Microsoft Office and Adobe Creative suite of products.
- Valid Class 5 Driver's License for the Province of British Columbia.
- Ability to work 35 hours a week from Tuesdays through Saturdays.
- Ability to successfully pass and maintain a clear Police Information Check.

This position offers an hourly rate of \$17.71 (2015 rates) plus 12% in lieu of benefits.

Apply by sending your resume quoting **competition #16-03, by February 28, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals.*