

Township of Langley

Job Title:	Museum Assistant – Programs and Exhibitions
Competition Number:	24-B019
Employment Type:	Temporary Full Time (grant funded position) (from approximately June 17, 2024 to May 21, 2025)
Pay Rate:	\$25.22 per hour (2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	Up to 35 hours per week; Non-standard hours and/or non-standard work week
Competition Opening Date:	May 2, 2024
Competition Internal Closing Date:	Competition will close when the position is filled
Competition External Closing Date:	Competition will close when the position is filled

Job Overview

Applications are currently being accepted to fill a temporary full time (35 hours per week) placement for the position of **Museum Assistant – Programs and Exhibitions** (from approximately June 17, 2024 to May 21, 2025).

This is a Young Canada Works at Building Careers in Heritage (YCW-BCH) grant funded position with the Recreation, Arts and Culture Division of the Township of Langley. The successful incumbent will assist in the creation of arts, heritage and cultural programs and exhibitions for the Township's new cultural centre salishan Place by the River in historic Fort Langley. Projects will focus on assisting the Curatorial team in developing and creating programs and exhibitions, and could include research, writing, designing, preparing and installing exhibition panels and displays.

Responsibilities

- Assist with exhibit and program planning, design, research and development
- Assist with exhibit fabrication, installation and de-installation
- Assist with setup of the Print Studio at Salishan Place by the River
- Assist with promotion of museum programs and special events
- Assist with day-to-day museum operations including opening/closing the facility and greeting visitors

Qualifications

- Sound knowledge of museum public programs and exhibits
- Ability to coordinate the installation of exhibits
- Excellent interpersonal skills, preferably with some teamwork experience and previous work in the information, service or tourism industries
- Ability to establish and maintain effective communication with internal and external contacts
- Previous experience in a museum environment is considered an asset

This position is defined by the Township of Langley as a Position of Trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- Valid BC Class 5 Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

This position is being offered pursuant to a federally funded employment program. Funding for the position is conditional on applicants meeting the following criteria:

- Currently a Canadian citizen, permanent resident or with refugee status in Canada, legally entitled to work in Canada. You must be registered with the Young Canada Works inventory at www.youngcanadaworks.ca and you must be between the ages of 16 and 30 years at the start of employment. You must be willing to commit to a work assignment of 45 weeks. You are unemployed or underemployed and are a college or university graduate.

The Township of Langley is committed to employment equity and is an equal opportunity employer. Accommodations will be provided as appropriate in any position to the point of undue hardship.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.