



BUILD A CITY. BUILD A FUTURE.



CURATORIAL ASSISTANT (COMMUNITY SERVICES ASSISTANT 3)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Scope

The City of Surrey is looking for an enthusiastic, collaborative, and creative Curatorial Assistant with the experience and drive to work amidst a dynamic civic artifact collection and community. With demonstrated experience in artifact handling and documentation, preventative conservation, and database systems, the Curatorial Assistant aids in facilitating community engagement through artifacts. The Curatorial Assistant will also connect directly with community members while delivering Heritage outreach. Reporting to the Curator of Community Heritage, the Curatorial Assistant is a key member of the team that manages the City's Artifact Collections and Heritage Interpretation Program.

The City's Artifact Collections consist of over 20,000 objects, housed and exhibited at Museum of Surrey, Historic Stewart Farm, and other civic venues. The Collections play a central role in the presentation, interpretation, and understanding of the City's past, present, and future. The Curatorial Assistant assists in the organization and administration of the Collections and works collaboratively to support access and use for exhibits, research, and programs. This is an excellent opportunity for a recent graduate pursuing a career in Museums or Heritage.

Employment Status

Union - CUPE Local 402 – Temporary (Grant)

September 9, 2025 to February 7, 2026

Responsibilities

- Photographs and documents artifacts, maximizing the use of the Minisis database.
- Undertakes analysis and reporting of collection and environmental monitoring conditions.
- Undertakes primary and secondary source research.
- Facilitates collections access and use for exhibitions, research, and programming purposes.
- Supports public access to collections via the online database: Surrey Online Heritage Search (SOHS).
- Supports Heritage outreach activations.

Qualifications

- Graduated from a recognized post-secondary institution.
- Work experience in a cultural heritage facility, with training and experience in artifact handling and documentation.
- Strong communication, planning, and organizational skills.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



- Comfortable interacting with a variety of ages, cultures, individuals, and groups and can handle difficult situations with tact and diplomacy.
- Current Emergency First Aid, CPR-C & AED certificate.
- Valid BC Driver's license with safe driving history.
- **This position requires registration on the YCW website [here](#), applicants will be screened according to YCW Building Careers in Heritage criteria.**

Other Information

Number of Job Openings: 1

Pay Grade: Schedule D

Hourly Rate: \$26.29 (2024 Rates)

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

Successful applicants must provide proof of qualifications.

Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6596.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

