



JOB POSTING

External - CUPE Local 1050

Position: Curatorial Assistant, Quesnel Museum - Summer Student position	Status: Full-Time (Term 16 Weeks)
Posting Date: March 26, 2021	Application Deadline: April 28, 2021 by 4pm
Competition number: 21-21	Wage: \$17.33 (plus \$1.20 in lieu of benefits)
How to apply: Please send your resume with competition number, in confidence to: Human Resources Manager City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Apply online or Email: hr@quesnel.ca (Word or pdf document only please)	

The City of Quesnel wishes to fill a student Curatorial Assistant position at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, the Curatorial Assistant will be helping to reinstall exhibits and update collections records following a major renovation.

The City of Quesnel is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Primary tasks include:

- Reinstall exhibits and update collections records
- Prepare exhibit texts and digital materials
- Selectively scan the Observer negative collection & create descriptive finding aids
- Review collection records in preparation for public access online.
- Assist with daily museum operations including visitor reception, gift shop sales, special events, research services and exhibit maintenance.

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high quality programs and services.

If you are organized, enjoy working with the public, have an interest in heritage, design and communications this position offer an exciting opportunity to work in the museum field.

Duration of work: May 17 to September 4, 2021 (Duration of work is subject to grant funding)
Hours/week: 37.5 Hours per week

REQUIRED QUALIFICATIONS

Education and Experience:

Applicants must be:

- A Canadian citizen or legally entitled to work in Canada.
- Willing to commit to the full employment period, with no other significant work commitments (more than 30 hours per week)
- 16-30 years of age, registered in, and returning to, full time education
- Approved as an eligible candidate by the Young Canada Works Program

The ideal candidate:

- Is enrolled in a post-secondary arts or science program
- Is knowledgeable and interested in regional and BC History
- Has a high level of computer literacy
- Possesses excellent organizational, research and interpersonal skills
- Has superior communication skills (written and oral)
- Demonstrates excellent customer service
- Has an aptitude for design and the ability to complete basic exhibit preparation tasks
- Is self-motivated and able to work independently
- Is proficient in the English language, both written and spoken
- Preference given to candidates with previous work or volunteer experience in a museum, archives or historic site.

Testing and interviews will be required.

The City of Quesnel appreciates the interest of all applicants. Only those selected for an interview will be contacted.

**This position is dependent on grant funding and public health protocols allowing for the resumption of public hours of operation at the Quesnel & District Museum.