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| **B&W Emblem 2002** | **Summer Career Placement 2021**  Bulletin File #: 21-B002  Web Site: tol.ca Job Title: Museum Assistant – Curatorial - CollectionsDivision: Arts, Culture and Community Initiatives **Hours of Work:** Non-standard Hours and/or Non-standard Work Week  **Hourly Wage:** $22.09 per hour plus 13% in lieu of benefits  **Placement Date:** Approx. May 17, 2021 to approx. August 27, 2021(approx. start and end dates: subject change/dependent on funding) |
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Applications are currently being accepted from a dynamic and committed individual to fill an auxiliary Summer Career Placement for the position **Museum Assistant – Curatorial - Collections** from approximately May 17, 2021 until August 27, 2021 (approx. end dates are subject to change dependent on funding).

**Duties and Responsibilities**

As a student employee in the Arts, Culture and Community Initiatives Division of the Township of Langley, the incumbent will work on short-term projects at the Langley Centennial Museum as well as assisting in preparation for Salishan Place - a new museum scheduled to open in 2023. Summer Curatorial projects are aimed at the care of establishing proper intellectual control over and effective use of collection items to connect with people in the community and beyond. Primary tasks will focus on collections care, accessioning, review, packing for the move to Salishan Place, and research for deaccessioning.

**The Museum Assistant – Curatorial will support the following project goals:**

* Assist with research and development for future exhibits including for Salishan Place
* Assist with marketing current and upcoming exhibits
* Assist with refurbishing a permanent exhibition, including monitoring visitor use of existing exhibits
* Assist with special events, including preparations, set-up, take-down, and staffing of an exhibit opening, and the museum’s major public event on Canada Day (subject to Public Health Orders)
* Continue reviewing, describing and digitizing the museum’s growing oral history collection
* Carry out proper re-housing of collection items
* Conduct collections inventories
* Assist in supervising volunteers in curatorial tasks, including inventory and cleaning
* Assist with day-to-day museum operations including opening and closing, participating with other colleagues in occasionally staffing the reception desk for lunch coverage and Gift Shop retail sales, as help is occasionally required with this function
* Curatorial outreach projects including providing a curatorial presence in the exhibit galleries for interacting with visitors by both giving and receiving information on our displays, researching focused collecting initiatives, etc.

**Qualifications, Knowledge and Skills required for this position include:**

* University student entering third or fourth year of study, with courses in history, anthropology, fine arts, museum or archival studies, or other related field
* Computer skills including knowledge and experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software are considered assets
* Excellent organizational, technical writing, research, and manual skills with keen attention to detail
* Excellent interpersonal skills, preferably with some experience in teamwork and the information and service industries
* Previous experience in a museum environment is considered an asset
* Must be physically fit - capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height
* Access to personal transportation

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

* Currently a Canadian student, legally entitled to study and work in Canada. You must be registered with the Young Canada Works inventory at [www.youngcanadaworks.ca](http://www.youngcanadaworks.ca) and you must be between the ages of 16 and 30 years. 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. You must be willing to commit to a work assignment up to 16 weeks

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.

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 (Note – Not required as part of the application process, however will be required upon consideration for employment)

If you wish to pursue this exciting career in a growing community, please apply directly through our site at [tol.ca/careers](http://www.tol.ca/About-the-Township/Careers).

**This competition will not close until the position is filled.** We appreciate all applications; however, only short-listed candidates will be contacted.



The Langley Centennial Museum & Exhibition Centre is a community museum located in   
 Fort Langley, British Columbia. More information is available at <http://museum.tol.ca>

**9135 King Street, Fort Langley, BC**