

**JOB POSTING**

**External - CUPE Local 1050**

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| **Position: Curatorial Assistant, Quesnel Museum -** Summer Student position | **Status:**  Full-Time ( Term 16 Weeks) |
| **Posting Date:** March 31, 2022 | **Application Deadline:** April 26, 2022by 4pm |
| **Competition number:**  22-32 | **Wage:** $18.36 (plus $1.20 in lieu of benefits) |
| **How to apply:**  Please send your resume with competition number, in confidence to:  Human Resources Advisor  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 help with daily operations including visitor reception and gift shop sales, security and maintenance. Additional tasks include:

* Selectively scan the Observer negative collection & create descriptive finding aids
* Photograph artifacts and update collection records for public access online.
* Exhibit Development  preparing exhibit labels, interpretive text and digital content

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high quality programs and services. You will be joining a team of two permanent staff, two summer students and dedicated volunteers who help preserve the history of the North Cariboo and promote an appreciation of the region’s heritage.

**Duration of work:** May 17 to September 3, 2022 \*\*

**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
* Must be in compliance with the City’s Mandatory Vaccination Policy

**The ideal candidate:**

* Is welcoming and provides excellent customer service
* Has superior communication skills and is proficient in English, both written and spoken
* Possess excellent organizational & research skills and applies guidelines consistently
* Is knowledgeable and interested in regional and British Columbia history.
* Has a high level of computer literacy
* Demonstrates a sense of design and ability to complete basic exhibit preparation tasks
* Is self-motivated and able to work independently
* 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 positon is dependent on grant funding and public health protocols allowing for public hours of operation at the Quesnel & District Museum.