

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. Reporting to the Curator of Collections, the Curatorial Assistant is a key member of the team that manages the City's Heritage Artifact Collections.

The City's artifact collections consist of over 20,000 objects, housed and exhibited at the 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)

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 Archives and Museums Online Access (SAMOA).

The Heritage Services and Museum of Surrey offices are accessible facilities. The City of Surrey is an equal opportunity employer and encourages applications from all qualified candidates.

Please note that this position is contingent on Federal Government grant funding. Applicants must be available to work the full duration of the grant sponsored position, be between the ages of 16 and 30, and be registered on the Young Canada Works on-line candidate inventory. The ideal candidate for this position will be able to work from Tuesday to Saturday from 9:00AM-4:00PM (1 hour unpaid lunch).

Qualifications

- Completion of Grade 12 and some post secondary education from a recognized institution, supplemented by 2 years related experience including supervision in cultural work or area of specialty or an equivalent acceptable combination of training and experience.
- Valid BC Driver's License, with a safe driving history
- Emergency First Aid Certificate and CPR Certificate or acceptable equivalent.

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- Work experience in a cultural heritage facility, with training and experience in artifact handling and documentation would be considered an asset.
- Strong planning and organizational skills.

Applicants under consideration will be required to provide proof of qualifications and consent to a Police Information Check including a Vulnerable Sector Check.

Please note: All City of Surrey employees are required to provide proof of COVID-19 vaccination to the City of Surrey. Employees without proof of vaccination are required to participate in the City's Rapid Testing Program and are responsible for all associated costs. Learn more about the [Employee, Volunteer and Contractor COVID-19 Vaccination Policy](#).

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