



JOB POSTING
External – CUPE Local 1050

Position: Museum Assistant	Status: Part-time
Posting Date: May 13, 2022	Application Deadline: May 27, 2022 by 4pm
Competition number: 22-49A	Wage: \$ 24.81
How to apply: Please send your Internal Application Form to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel BC V2J 7J5 Fax (250) 992-2206 or Email: hr@quesnel.ca (Word or pdf document only please) <i>Interviews and testing may be required</i>	

Nature of Position

The City of Quesnel currently has a vacancy for a permanent part-time Museum Assistant. The position reports to the Museum and Heritage Manager, and assists with the day to day operation of the Museum and City heritage initiatives. The incumbent assists with the care of the collection, creation and maintenance of collection records, development of exhibits and the development and implementation of public programs. The employee provides information on the history of the region to the public, other employees or volunteers, answering questions with courtesy and tact.

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

Duties and Responsibilities:

- Responsible for the care of the collection and maintenance of collections records, which includes following acquisitions procedures, accessioning artifacts, arrangement and description of archival materials, research as it relates to the collection, implementing preventative conservation measures, appropriate storage and handling with all tasks requiring accuracy, consistency and attention to detail.



- Responsible for the collection of admissions and other Museum revenue, including retail sales, preparing deposits and maintaining statistical records
- Assists with various public relations duties including visitor reception, research assistance, telephone and email communications, correspondence and developing content for social media
- Prepares and presents educational and public interest programs for children, adults and seniors
- Assists in the development and installation exhibits
- Assists in the cleaning of the Museum and its collection to established standards
- Responsible for building and collections security
- Assists in all aspects of gift shop operation
- Follows general policies established for the operation of the Museum, under the direction of the Museum Manager and adheres to City Policies
- Other duties as assigned

Required Knowledge, Skills and Abilities:

- Ability to communicate effectively in English, both orally and in writing
- Excellent customer service and interpersonal skills
- Ability to plan and organize work methods and procedures within established guidelines
- Knowledge of local history and excellent research skills
- Creative ability to develop exhibits and programs, and excellent design skills
- Ability to work cooperatively in a team environment and to train and supervise volunteers and students
- Numeracy, ability to reconcile cash and maintain accurate statistics
- Ability to multitask and adjust priorities.
- Physical ability to perform routine tasks such as moving larger objects, bending climbing ladders

Required Qualifications:

- Completion of a post-secondary degree or college diploma in a relevant field such as history, anthropology, education, cultural or information management is preferred but an appropriate combination of education and experience as determined by the City of Quesnel will be considered.
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- Museum or archival training courses or previous work or volunteer experience in a museum setting preferred
- Knowledge of registration procedures, conservation issues, archival arrangement and description, and exhibit design are assets
- Previous experience working with children in an educational environment, familiarity with the stages of learning development and different learning styles preferred.
- Excellent computer skills is required (word, outlook and excel). Familiarity with the following programs will be considered an asset: InDesign, PastPerfect, Photoshop, POS systems and social media platforms are assets
- Must have and maintain a valid Class 5 driver's license
- First Aid Level I is an asset
- Must be in compliance with the City's Mandatory Vaccination Policy
- Must pass a Criminal Records check

This position will require **flexible hours** that may include evening and weekends.

A willingness to work shifts, including evening and weekends, is essential. Able to accommodate a flexible work schedule; generally 2-3 days per week, but full time during shoulder seasons and to backfill for vacations

