



Career Placement 2022

Bulletin File #: 22-B026

Website: tol.ca

Job Title:	Museum Assistant - Curatorial Collections
Division:	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:	October 3, 2022 to March 31, 2023

Applications are currently being accepted to fill an auxiliary 24-week (35 hours per week) placement for the position of **Museum Assistant - Curatorial - Collections** (from October 3, 2022 to March 31, 2023).

Duties and Responsibilities

This is a Young Canada Works funded intern position with the Arts, Culture and Community Initiatives Division of the Township of Langley. The successful incumbent will assist in preparations for opening Salishan Place by the River. Located in Fort Langley's heritage district, Salishan Place by the River will be the new home of the Langley Museum and Fort Langley Library.

Curatorial projects involve the care and effective use of collection items to connect people in the community and beyond with the past. Primary tasks will focus on collections care, accessioning, review, packing for the move to Salishan Place, and deaccessioning.

The Museum Assistant - Curatorial Collections will support the following project goals:

- Accession items into and deaccession items from the museum's collection
- Photograph and scan items from the collection
- Carry out re-housing and packing of collection items
- Conduct collections inventories
- Assist with research for future exhibits at Salishan Place
- Assist in supervising volunteers in curatorial tasks, including inventory and cleaning
- Assist with creating online and social media content
- Assist with day-to-day museum operations including opening and closing, participating in occasionally staffing the reception desk

Qualifications, Knowledge and Skills required for this position include:

- College or university graduate in history, anthropology, fine arts, museum or archival studies, or related fields
- Previous experience in a museum environment is considered an asset
- Computer skills including knowledge and experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software are considered assets
- Excellent research, writing, organizational and manual skills with keen attention to detail
- Excellent interpersonal skills, preferably with some experience working in teams and with customers
- 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 applicants meeting the following criteria:

- Currently a Canadian citizen, permanent resident or with refugee status in Canada, legally entitled to work in Canada. You must be registered with the Young Canada Works inventory at www.youngcanadaworks.ca and you must be between the ages of 16 and 30 years at the start of employment. You must be willing to commit to a work assignment of 24 weeks. You are unemployed or underemployed and are a college or university graduate.

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.

Applicants are advised that it is a condition of employment with the Township that a successful candidate provide proof that they are fully vaccinated against COVID-19. Note: proof is 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 visit tol.ca/careers to apply.

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