



Curatorial Assistant Job ID: 2022-0374

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

Overview

Reporting to the Curator of Collections, this position supports the management of the City’s artefact collection and provides curatorial assistance for museum and heritage displays across the City of Richmond.

Examples of key responsibilities include, but are not limited to:

- Maintain collection records for the City of Richmond’s artifact collection including accession registers, donor files, artifact loan and finding aids in both electronic and hard copy format.
- Provide administrative curatorial support for exhibitions, including conducting condition reports, photographing artifacts, liaising with stakeholders and contractors, creating and maintaining exhibition inventories, purchasing materials, and receiving and shipping artifacts.
- Mitigate threats to the collection by practicing preventative conservation and preservation treatments, including ensuring artifacts are cleaned, stored and displayed properly.
- Mentor and train staff, volunteers and public in collections care and preservation.
- Provide curatorial support for exhibitions including research and writing exhibition content and identifying, procuring and installing artifacts and display props, and supporting exhibition design and fabrication contractors.
- Generate social media content and support in updating website information.

Knowledge, Skills & Abilities:

- Knowledge of the Curatorial profession, institutions and sites including industry methods, principles and national standards and guidelines.
- Knowledge of collections policy standards, preventative conservation and accessioning & deaccessioning procedures.
- Knowledge and skill in the care, handling, housing and preventative conservation of collections to ensure safety of artifacts.
- Knowledge of Canadian, British Columbia and/or Richmond history is considered an asset.
- Demonstrated skill in interpretive writing and content development.
- Ability to effectively use graphic design software to create artifact labels and simple interpretive panels.
- Ability to make decisions regarding work plans, create timelines for projects, and prioritize work.
- Skill and ability to use a digital collections management system, experience with Argus database an asset.
- Ability to work both independently and interdependently while exercising sound judgement and initiative.
- Ability to establish and maintain effective relationships with both internal staff and external stakeholders and contractors.
- Ability to courteously and effectively deal with the public in providing information and assistance regarding exhibitions and collections.
- Ability to perform multiple tasks simultaneously, work well under pressure and deal with stressful situations with professionalism.
- Ability to follow direction and meet established deadlines.
- Ability to successfully pass a Police Information Check.

Qualifications and Experience:

A Bachelor's degree in a related discipline including or supplemented by courses in museum studies, cultural resource management, artifact collections management, and/or preventative conservation.

A minimum of 1-year hands-on experience working with museum collections, including researching and developing content for museum displays.

Working Conditions:

Work is performed in an environment with regular exposure to minor or occasional exposure to major disagreeable conditions or hazards. Exposure to dust and possible contaminants such as mould and fungus when working with artifacts new to the collection. Routine light lifting and occasional heavy lifting is required.

Additional Information:

Location: Museum Artifact Storage Facility

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 00001347

Pay Band: J8

Pay Range/Rate: \$31.82 - \$37.40

Hours of Work: Typical Work Schedule: Monday to Friday 8:15am - 5:00pm.

Flex Blocking System in Effect: This position is on a flexible-blocking schedule. Hours will be scheduled based on operational need and can include daytime, evening, weekdays and weekends shifts of varying lengths as each shift can be extended or shortened by moving blocks of time as required within the pay period. Day shifts will be scheduled if there is no operational need for evening and weekend work.

Internal Closing Date: 11/27/22

External Closing Date: 11/27/22

Openings: 1

The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.

This position is restricted to those legally entitled to work in Canada.