



Career Summer Placement 2023

Bulletin File #: 23-B016

Website: tol.ca

Job Title:	Museum Assistant - Curatorial Collections (up to 3)
Division:	Arts, Culture and Community Initiatives
Hours of Work:	Non-standard Hours and/or Non-standard Work Weeks
Hourly Wage:	\$22.09 – 25.82 (2020 rates) per hour plus 13% in lieu of benefits
Placement Date:	Approximately May 1, 2023 to August 25, 2023

Applications are currently being accepted to fill up to three auxiliary (35 hours per week) placements for the position of **Museum Assistant - Curatorial - Collections** (from approximately May 1, 2023 to August 25, 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 short-term projects at the Salishan Place by the River. Located in Fort Langley's heritage district, Salishan Place by the River will be opening in Spring 2023 and will be the new home of the Langley Museum and Fort Langley Library.

Curatorial projects involve the care and effective use of inventory collection items to connect people in the community and beyond with the past. Primary tasks will focus on collections care, accessioning, review, unpacking collection items and organizing them in the new facility.

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

- Conduct collections inventories and condition reports
- Unpack collections items and organized them in the new facility (handling, packing, rehousing)
- Assist with research and development for future exhibits
- Assist with Museum social media and marketing
- Assist with day-to-day museum operations including opening and closing the facility, greeting visitors, processing admissions and ensuring the safety of the facility and the collections it houses
- Assist with creating online and social media content

Qualifications, Knowledge and Skills required for this position include:

- Current university student entering third year of study or higher with courses in history, anthropology, Indigenous studies, fine arts, museum archival studies, or another related field
- Computer skills including knowledge and experience using Microsoft Word, Excel and Powerpoint
- Excellent organizational, technical writing, research and manual skills with keen attention to detail
- Excellent interpersonal skills, preferably with some teamwork experience and previous work in the information and service industries
- Previous museum collections management experience would be an asset
- Considering the physical nature of the work proposed, the candidate must be physically capable of lifting 16 kilograms (35 lbs) from floor to table height and 9 kilograms (20 lbs) from table to head height
- Previous experience in a museum environment is considered an asset

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 have refugee status in Canada and 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 (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