

Curatorial Assistant – Summer Student

The City of Delta is seeking a dedicated student who is pursuing summer work experience as part of their overall education as a heritage and museum professional.

Illustrative Examples of Work

- Assists a superior with curatorial duties within the Cultural Services division; evaluates artifacts using the Heritage Assessment Tool; and performs research on artifact history and provenance to ensure relevancy to museum collection.
- Performs detailed record-keeping; assists with collecting relevant data to create and update collection records, files, and inventories in paper and electronic formats; and assists with numbering, labeling, photographing, and cataloguing artifacts.
- Performs related tasks to preserve and conserve artifacts under the direction of a superior.
- Assists with responding to requests from external organizations and the public to conduct research projects of limited complexity on artifacts/archives under the direction of a superior.
- Works in collaboration with the Curator to recommend accessions or de-accessions of artifacts.
- Assists with cleaning exhibit areas in preparation for events and showings; packs and moves objects as directed; transports items as required.
- Performs other related duties as required.

Candidate Profile:

The candidate must meet the Young Canada Works grant criteria, by being a Canadian citizen, permanent resident or have Canadian refugee status and is between the ages of 15 and 30 years. The successful candidate must commit to the full duration of the position, and was a full time student in the semester preceding the assignment and intend to return to full time studies the semester following the assignment. This position is ideal for those currently enrolled in a post-secondary history, museum studies, education, or other related studies.

Expected skills for the position include:

- Sound knowledge of the techniques in identifying, handling and caring of artifacts and collection items
- Familiar with Delta's history and its place in the general historic trends of British Columbia and Canada
- Some knowledge of research and analysis techniques
- Ability to perform basic research duties as directed
- Sound knowledge of PC software applications, and the ability to learn and work with new software
- Ability to communicate effectively both verbally and in writing
- Ability to work independently and in a team environment
- A valid BC class 5 driver's license and regular access to a vehicle is an asset.
- Applicants must be able to work a variety of hours.



The City of Delta provides a competitive salary of \$24.88 plus 12% in lieu of benefits. Interested applicants are requested to apply online at www.delta.ca/employment, to competition #23-104 EX by May 7, 2023.

The City of Delta's Covid-19 Vaccination Policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees, and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.

