



JOB POSTING

External – CUPE Local 1050

Position: Museum Assistant	Status: Part-time
Posting Date: February 20, 2024	Application Deadline: March 5, 2024
Competition number: 24-15A	Wage: \$25.82
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 will be required</i>	

Nature of Position

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

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.

Duties and Responsibilities:

- Responsible for the care of the collection and maintenance of collections records, which includes following acquisition procedures, accessioning artifacts, arrangement and description of archival materials, research of 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 with the planning of special events.
- 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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- Excellent computer (Microsoft office suite) and numeracy skills required.
- Must have a minimum of two of the following preferred qualifications:
 - Museum or archival training courses or previous work or volunteer experience in a museum, archives, or historic site
 - Knowledge of registration procedures, conservation issues, archival arrangement and description, familiarity with Past Perfect
 - Previous experience working with children in an educational environment, familiarity with the stages of learning development and different learning styles.
 - Experience with exhibit design, familiarity with InDesign, Photoshop, Canva, and social media platforms.
- Previous retail and purchasing experience, and familiarity with POS systems
- Must have and maintain a valid Class 5 driver's license.
- First Aid Level I is an asset
- Must pass a Criminal Records check

This position will require **flexible hours**.

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 occasional full time during shoulder seasons and to backfill for vacations

Interviews and testing will be required.
