

## Curatorial Aide Job ID: 2026-0094

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:

The City of Richmond, Museum & Heritage Services cares for a collection of more than 23,000 artefacts that help to tell the stories of the City’s past and present, preparing us for the future. We seek a creative, energetic, positive and organized individual to work for the summer as a Collections Aide, under the supervision of the Curator of Collections and receive directions from the Assistant Curator. The Aide will be responsible for inventorying, accessioning, practicing preventative conservation and researching artefacts.

***This position is supported by the Young Canada Works in Heritage Organizations (YCWHO) employment program.***

*The applicant must be a Canadian citizen, a permanent resident, or have been granted refugee status in Canada (non Canadians holding temporary work visas or awaiting permanent resident status are not eligible); be legally entitled to work in Canada (have a valid social insurance number); be between the ages of 16 and 30 years of age at the start of employment; and are a high school, college, CEGEP or university student.*

***Applicants must register in the YCW candidate inventory (<http://young-canada-works.canada.ca/>)***

*Note: Priority will be given to students who have not previously participated in YCWHO employment programs.*

This position is supported by the Young Canada Works in Heritage Organizations (students). This position is subject to grant funding.

### Key Responsibilities include, but are not limited to:

- Accessioning and inventory of a variety of objects related to Richmond’s Japanese Canadian community history.
- Updating the collections management system (Argus)
- Practicing preventative conservation procedures to ensure the preservation of the collection.
- Undertaking general collection management activities as required and assisting the curatorial team.
- Perform other related duties as required.

### Knowledge, Skills, and Abilities:

- Working knowledge of the principles, objectives, methods and practices applicable to the collections management and classifying, handling and care required for artifacts and art objects.
- Working knowledge of modern business and office procedures and standard office software systems.
- Working knowledge of artifact research and technical language related to museum collections work.
- Some knowledge of research and analysis techniques.
- Ability to perform basic research duties as directed.
- Ability to follow written instructions and guidelines in adding and updating records, without direct supervision.
- Ability to physically handle artifacts and art objects.

- Ability to work independently and in a team environment.
- Ability to maintain accuracy in record-keeping and other clerical duties.
- Skill in the use of a variety of materials, tools and equipment used in the work.

## Qualifications and Experience:

- Completion of Grade 12 or equivalent, plus a minimum of one (1) year of relevant post-secondary courses related to collections management.
- Experience in heritage resource management, museum studies or related artifact collections care.
- Must meet the YCW eligibility requirements: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

## Working Conditions:

The incumbent will work mainly in a warehouse and office environment with occasional visits to other warehouses and heritage sites. Hours of work are scheduled for 7 hour days, 5 days per week, regular business hours, for the duration of the work term, excluding statutory holidays.

## Additional Information:

Location: Museum Artifact Storage Facility

Employee Group: CUPE Local 718

Position Status: Auxiliary

PCC#:

Pay Band: J3

Pay Range/Rate: \$30.08 - \$35.22/hr

Hours of Work: This is an auxiliary position that will involve variable hours. Flexibility and willingness to work a variety of shifts including days, evenings, and weekends is required.

Internal Closing Date: 4/1/26

External Closing Date: 4/12/26

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.*