



Museum Assistant – Research Intern

Bulletin File #: 15-B023

Web Site: tol.ca

Job Title:	Museum Assistant – Research Intern
Division:	Recreation Culture and Parks
Hours of Work:	Non-standard Hours and/or Non-standard Work Week (30 hours per week)
Hourly Wage:	\$20.21 – \$23.61 per hour (2015 rates) plus 12.4% in lieu of benefits
Placement Date:	Approx. June 15, 2015 to approx. November 27, 2015 (approx. start & end dates: subject to change/ <u>dependent on funding</u>)

Applications are currently being accepted from dynamic and committed individuals to fill one auxiliary **Museum Assistant – Research Intern**, from approximately June 15, 2015 until approximately November 27, 2015 (approx. end dates are subject to change dependent on funding).

1. Duties and Responsibilities

As an employee in the Recreation, Culture, and Parks Division of the Township of Langley, the incumbent will work on a short-term research project at the Langley Centennial Museum. The project will be an investigation into the work of the Royal Engineers – Columbia Detachment 1858 to 1863 and their role in the settlement, development and security of the newly formed Colony of British Columbia and an investigation into the life and achievements of Sapper Philip Jackman – the last surviving member of the Columbia Detachment, community pioneer and former Reeve/Mayor of the Township of Langley.

The Incumbent will also work under the supervision of the Museum's Curator in the areas of collections and exhibitions programs planning, development and execution to the benefit of the greater community and museum visitors. The Museum Assistant – Research Intern position will be aimed at supporting the following project goals and curatorial functions:

- Survey and compile a list existing research and historical records
- Analyze past research for accuracy and verify sources of information that may be pertinent to project
- Establish contacts and conduct interviews with various individuals and organizations holding or possessing information and documents specific to the research project
- Investigate potential sources of information broadly that may contribute to the project
- Organize, document and record information that could lead to a publication or future presentation of research findings
- Record interviews with family historians and members that will expand the Museum's Oral History Collection
- Keeping community aware of project and value of historical research
- Work with other historians, archivists and curators to further the project objectives
- Compile a research project report that can be used in the creation of a publication or future exhibition.
- Create ideas to integrate the museum's oral history collection into our website
- Conduct photograph and archival collections inventories
- Assist in supervising volunteers in curatorial tasks, including inventory and cleaning
- Curatorial outreach projects including providing a curatorial presence in the exhibit galleries for interacting with visitors by both giving and receiving information on our displays, researching focused collecting initiatives, etc.
- Help curator plan for Sesquicentennial programs and events

2. Qualifications, Knowledge and Skills required for this position include:

- Recent University Graduate (within past 24 months of June 15, 2015) with courses in history, museum or archival studies, and/or other related fields of study
- Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets
- Excellent organizational, technical writing, research, and manual skills with a penchant for attention to details
- Excellent interpersonal skills, preferably with some experience in teamwork and the information and service industries
- Previous experience in a museum environment would be a definite asset
- Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height
- Access to your own vehicle

3. Position dependent on funding and the following eligibility criteria:

- You will be between 16 and 30 years of age at the start of employment;
- You are registered in the Young Canada Works – Building Careers in Heritage Internship Program
- You meet all their eligibility requirements as stated on their website;

This position is defined by the Township of Langley as positions of trust (Child Safety) and requires a criminal record check.

A valid BC Class 5 (full-privilege) driver's license is required. A current Driver's Abstract that has been obtained within 6 months of the closing date below **must** be uploaded with your application in order to be considered for this opportunity and in order for your application to be complete. To obtain a copy of your Driver's Abstract, please contact ICBC directly.

Any other required licenses, certificates and registrations associated with this competition also must be valid and current at the time the posting closes and must be attached with your application. **Applications without the attached required documents will be deemed incomplete and will not be considered.** Please have these ready to upload when you apply.

If you wish to pursue this exciting career in a growing community, please apply directly through our site at tol.ca/careers.

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