

Position Vacancy:
Museum Assistant – Programs
(Young Canada Works Program)

Great City, Great Work, Great Future!

The New Westminster Museum and Archives has a 14-week summer employment opportunity which will run from **May 25, 2016 to August 28, 2016, Wednesdays to Sundays; however, a flexible week may be necessary in order to meet community programming needs.** Please note that the staffing of the position and its duration are **conditional on the approval of the grant application** submitted to the Young Canada Works program.

Duties include:

- Perform guided tours of New Westminster Museum and Archives facilities, including 1865 Irving House, the Samson V and Anvil Centre.
- Assist with the research, development, testing and implementation of heritage programs.
- Perform educational heritage programming for school children and the public.
- Schedule and liaise with volunteers.
- Help the curator with basic preservation tasks.
- Perform other related duties.

Requirements include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at www.youngcanadaworks.ca and that you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- In addition you should ideally have completed a year of study in history, education, design, or museum studies or a related program at a recognized university.
- Preference may be given to those with previous work or volunteer experience in a museum.
- You should be familiar with the theory and principles of museum operations.
- Ability to work co-operatively, as part of a team.
- Possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with Microsoft Office and major social media platforms.
- Ability to work 35 hours a week from Wednesdays through Sundays.
- Valid Class 5 Driver's License for the Province of British Columbia.
- Ability to successfully pass and maintain a clear Police Information Check.

This position offers an hourly rate of \$17.71 (2015 rates) plus 12% in lieu of benefits.

Apply by sending your resume quoting **competition #16-04, by February 28, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*