
Position Vacancy: Recreation Leader – Attendant (Exhibit Preparator)

Great City, Great Work, Great Future!

DEPARTMENT:	Office of the CAO	STATUS:	Auxiliary
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	Non-standard work hours*	SALARY:	\$23.62 - \$27.74 per hour plus 12% in lieu of all benefits

Anvil Centre, the showpiece civic facility located in the heart of the downtown New Westminster and encompasses 84,000-square feet of interior space and includes: conference and meeting facilities, a flexible 350-seat non-proscenium theatre, multi-purpose rooms and multi-purpose art studios, a new media Art Gallery, Museum and Archives, Canadian Lacrosse Hall of Fame, Tourism New Westminster's visitor information, restaurant and retail space. Details and links on this exciting project can be found at www.anvilcentre.ca

The City of New Westminster is seeking two auxiliary Exhibit Preparators to work on an on-call basis to support the fabrication, installation and de-installation of exhibits in the Anvil Centre's museum and art gallery spaces. This is skilled technical and trades work involving the construction of gallery spaces and installation of a variety of exhibitions and displays. The work of this position involves demolition, construction, basic carpentry, dry walling, patching, painting, finishing and similarly related tasks as well as the installation and safe handling of AV equipment, art and artifacts.

REQUIREMENTS:

- Two years of experience working in an art gallery, theatre or museum setting, wall building and repair, good understanding of object and artwork care and handling techniques and procedures.
- Demonstrated experience or training in one or more trades relevant to the work, plus sound related experience in display and exhibition work. An equivalent combination of education and experience acceptable to the employer may be considered.
- Must be capable of lifting 50lbs and comfortable working on ladders.
- Ability to work in a busy environment and be sensitive to time constraints.
- Have excellent teamwork and communication skills.
- Ability to work from verbal instructions, rough sketches, and blueprints with considerable knowledge of the techniques, materials and methods used in two and three dimensional exhibit display work.
- Working knowledge of the operation of PC or MAC-based computer hardware and software applications related to museum and art exhibitions and displays, experience working with audio/visual systems and good experience with the fundamentals of electricity are assets.
- Ability to pass and maintain a criminal and police record check.
- Ability to work non-standard hours as operationally required.
- Considerable knowledge of the standard practices, methods, materials, tools and equipment used in exhibit development and fabrication and demonstrated understanding of hazards and necessary safety precautions involved in the work.
- Possess a valid BC Class 5 Drivers' License.

****The successful candidate will be required to work a flexible work schedule, including evenings, weekends and holidays as required to support operational needs.***

Apply by sending your resume quoting **competition #16-21, by March 4, 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.