



JOB POSTING

External – CUPE Local 1050

Position: Museum Assistant (2 student positions)	Status: Temporary Full-Time
Posting Date: April 4, 2016	Application deadline: April 25, 2016, by 4 p.m.
Competition number: 16-13	Wage: \$12.88 (Plus \$1.10 per hour in lieu of benefits)
How to apply: Please send your resume with competition number 16-13 to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel BC V2J 7J5 Fax (250) 992-1512 or Email: ncoe@quesnel.ca (Word or pdf document only please) All Candidates must be pre-approved by the Canadian Museum Association as eligible for the Young Canada Works in Heritage Program.	

The Quesnel Museum is a highly recognized community museum with a reputation of providing high quality services to the community and visitors. If you are organized, enjoy working with the public and have an interest in heritage or teaching these positions offer an exciting opportunity to work in the museum field. Two positions are available.

Duration of work: May 17 to September 3, 2016 (Duration of work is subject to grant funding)
Hours/week: 37.5 Hours per week
Number of weeks: 16 weeks

DUTIES AND TASKS

The Museum Assistants will help implement education programs and public events, assist with collections inventory and registration, exhibition development and digitization projects. All staff participates in daily museum operations including visitor reception, gift shop sales, research services and exhibit maintenance. Students will have an opportunity to develop an individual project.

REQUIRED QUALIFICATIONS

Education and Experience:

Applicants must be:

- A Canadian citizen or legally entitled to work in Canada.

- Willing to commit to a full time work assignment for 16 weeks
- 16-30 years of age and registered in, and returning to, full time education

The ideal candidate:

- Is enrolled in a post-secondary arts or science program
- Preferably has experience working with children or in a Museum setting.
- Is knowledgeable and interested in regional and BC History
- Has a high level of computer literacy
- Possesses excellent organizational, research and interpersonal skills
- Has superior communication skills & provides excellent customer service
- Has an aptitude for design
- Is self-motivated and able to work independently
- Is proficient in the English language, both written and spoken

Testing and interviews will be required. This position is open to all female and male applicants.

Please quote Competition 16-13 on your application.