



Summer Career Placement 2017

Bulletin File #: 17-B027

Web Site: tol.ca

Job Title:	Museum Assistant – Curatorial
Division:	Recreation, Culture and Parks
Hours of Work:	Non-standard Hours and/or Non-standard Work Week
Hourly Wage:	\$20.21 – \$23.61 per hour (5 steps, 2015 rates) plus 12.4% in lieu of benefits
Placement Date:	Approx. May 15, 2017 to approx. September 1, 2017 (approx. start and end dates: subject change/dependent on funding)

Applications are currently being accepted from a dynamic and committed individual to fill a temporary full-time Summer Career Placement for the position **Museum Assistant - Curatorial** from approximately May 15, 2017 until approximately September 1, 2017 (approx. end dates are subject to change dependent on funding).

1. Duties and Responsibilities

As a student employee with the Recreation, Culture and Parks Division of the Township of Langley, the successful incumbent will work on short-term projects at the Langley Centennial Museum and Exhibition Centre. Summer Curatorial projects will involve the care, establishment of proper intellectual control, and effective use of the museum's collections. A manner of professionalism is required for the Museum to connect with people in our community and beyond, by making the artifacts and information resources more accessible, useful, and valuable for our visitors and research clientele.

The Museum Assistant – Curatorial will support the following project goals:

- Assist with a temporary exhibition change involving dismantling the existing displays and mounting the new displays; preparing exhibition mounts, participating in the review, editing, and mounting of label copy, photo, and other documentation of the installation
- Assist with research and development for future exhibits
- Assist with marketing current and upcoming exhibits
- Assist with refurbishing a permanent exhibition, including monitoring visitor use of existing exhibits
- Assist with special events, including preparations, set-up, take-down, and staffing of an exhibit opening, three local parades, and the museum's major public event on Canada Day
- Continue describing and digitizing the museum's growing oral history collection
- Responsibility to ensure oral history data was updated properly during a data migration, correct any errors or omissions
- Carry out proper re-housing for oral history storage
- Create ideas to integrate the oral history collection onto our website
- Conduct 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.
- Assist with day-to-day museum operations including opening and closing, participating with other colleagues to occasionally staff the reception desk for lunch coverage and Gift Shop retail sales

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

- University student entering third or fourth year of study, with courses in history, anthropology, fine arts, museum or archival studies, or other related field
- Computer skills including knowledge and experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software are considered 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 is considered an asset
- Must be physically fit - capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height

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

- Must be a Canadian student, legally entitled to study and work in Canada. You must be registered with the Young Canada Works inventory at www.youngcanadaworks.ca and 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. You must be willing to commit to a work assignment up to 16 weeks.

These positions are defined by the Township of Langley as positions of trust (Child Safety). The successful candidate will be required to have a criminal record check as a condition of employment (Note – Not required as part of the application process, however will be required upon consideration for employment).

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