



## JOB POSTING

### External - CUPE Local 1050

<b>Position:</b> Museum Assistant – 2 Summer Student positions	<b>Status:</b> Temporary Full-Time (16 Weeks)
<b>Posting Date:</b> March 31, 2017	<b>Application Deadline:</b> April 26, 2017 by 4pm
<b>Competition number:</b> 17-14	<b>Wage:</b> \$13.28 (plus \$1.20 in lieu of benefits)
<b>How to apply:</b>  Please send your resume with competition number, in confidence to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Fax (250) 992-1512 or Email: <a href="mailto:hr@quesnel.ca">hr@quesnel.ca</a> (Word or pdf document only please)  <i>Interviews and testing may be required</i>	

The City of Quesnel wishes to fill two Summer Student positions at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, the Museum Assistants will help implement education programs and public events, conduct interviews, assist with collections management, exhibition development and digitization projects. All staff participates in daily museum operations including visitor reception, gift shop sales, research services and exhibit maintenance.

All Candidates must be pre-approved by the Canadian Museum Association as eligible for the Young Canada Works in Heritage Program.

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high quality programs and services. 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.

**Duration of work:** May 16 to September 2, 2017 (Duration of work is subject to grant funding)  
**Hours/week:** 37.5 Hours per week

## 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.

*The City of Quesnel appreciates the interest of all applicants. Only those selected for an interview will be contacted.*