

Curatorial Assistant (Summer Student)

Coquitlam Heritage operates Mackin House and runs a tourism information centre operating from the original Fraser Mills Train Station. We offer a variety of programming throughout the year and provide tours of the restored Edwardian-era historic house.

Coquitlam Heritage is seeking a summer student to work with our collection in the heritage house and the train station.

Duties:

- Inventory of artifacts
- Cleaning artifacts (training will be provided)
- Preparing labels and/or panels for the train station and caboose displays
- Research on historical artifacts
- Photography and cataloguing artifacts according to museum best practices
- Conducting tours of Mackin House, Maillardville, and other areas of Coquitlam
- Caring for Mackin House, including light cleaning, gardening, tidying the rooms and grounds
- Helping visitors with directions and tourism-related questions

General Requirements:

- Sound understanding of Microsoft Office Suite including Excel, Word, Publisher and Outlook
- Curation assistance including research, interviews, writing, and collections work
- Digitization of material in the collection
- Displays a helpful, outgoing personality, works well as part of a team or individually
- Demonstrates a genuine interest in community, heritage, history, and culture
- Has the ability to focus and complete tasks in a timely manner
- Is organized and can prioritize
- Excellent verbal and written communication skills
- Is curious, learns quickly, excels in research and problem solving
- Ability to pass a Criminal Information Check
- Experience with museum database systems like PastPerfect is an asset

Eligible student participants must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

The successful candidate will receive guidance on best practices for collection management, curation, and exhibit design. They will develop their skills in the following areas: critical thinking, communication, presentations, team building, research, artifact handling, object photography, and exhibit display techniques.

This position is suitable for those considering a career in research, archival studies, museology, curation, or collections management. Applicants should be working towards a degree in Anthropology, Archaeology, Museum Studies, Art History, History, Cultural Studies or a related field.

This is a 30 hour a week position that will run for 14-weeks, working Thursdays to Mondays.

Compensations: \$13.85/hr

Please send you cover letter and resume outlining how you meet the requirements to:

Jasmine Moore

Heritage Manager

jmoore@coquitlamheritage.ca

Subject line: YourName_Curatorial Assistant Summer Student Application

Closes: Friday, 12 May at 5:00pm