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As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.

Assistant Curator (regular part time)

SCOPE

The Museum of Surrey is looking for an enthusiastic and creative Assistant Curator (Exhibits) who loves researching and writing as well as assisting in the design, fabrication and installation of exhibitions. This is a highly creative and motivating position within the Exhibits Department at the Museum, a cultural facility with a mission to ignite young imaginations and connect Surrey's diverse citizens and communities through participation, engagement and stories. The minimum regular hours are 21 hours/week. The position reports to the Curator of Exhibits.

RESPONSIBILITIES

This position is responsible for assisting in the organization, administration and development of exhibitions that promote the diverse stories of Surrey's residents from local to global perspectives. A prime duty is the research and writing for temporary exhibits and improving permanent displays in the Museum and throughout the City of Surrey. This includes liaising with exhibition and community partners, undertaking research, writing loan letters, organizing exhibition graphics & text, assisting with the fabrication, installation and de-installation of exhibitions and performing standard exhibit reports. Work can also include writing media releases, connecting with Museum stakeholders, lectures and presentations, tours and budget assistance.

As the Assistant Curator, you:

- are familiar with Museum Standards, Practice and Procedures in interpretation, exhibit development, and community engagement in an object based, interpretive context
- have a strong understanding of what makes Museums relevant in the contemporary world, the Truth and Reconciliation Commission of Canada, and community development and participation
- have experience working with various cultural and community groups
- have demonstrated abilities to multi-task, track details and meet deadlines.

QUALIFICATIONS

As the successful candidate you have:

- completed a diploma in a relevant discipline (such as History, Human Geography, Anthropology, Museum Studies)
- 2 years experience in exhibit writing, research, and installation.
- effective written and oral communication skills
- the ability to work in both indoor and outdoor situations
- experience working in situations that require use of ladders and lift equipment

Applicants under consideration will be required to consent to a Police Information Check.

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