

# CHILLIWACK

## MUSEUM & ARCHIVES

**Job Title:** Archival / Curatorial Assistant  
**Reports to:** Executive Director, Supervised by Chilliwack Museum and Archives Staff, as Required  
**Status:** Full-Time; Temporary (Summer 2018; May through August)  
**Hours:** Generally Monday to Friday, 9:00am to 4:30pm, with some potential for evening and weekend work, as required.

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Applications are currently being accepted for a dynamic and committed individual to fill a temporary, full-time Summer Career Placement for an **Archival / Curatorial Assistant**.

### **Summary of Position:**

Our vision is to connect people with Chilliwack's history. This Summer Student position is an opportunity for a young person returning to full-time studies to experience a dynamic work environment in the Museum and Archives. The Archival / Curatorial Assistant will gain valuable experience while helping to fulfill the organization's vision.

### **1. Duties and Responsibilities**

The Archival / Curatorial Assistant will assist the Archivist and Curator by participating in a broad range of projects, including ongoing collection management activities.

### **2. Qualifications and skills required:**

- High school graduation required with post-secondary education or training preferred.
- Training or experience in archival or library reference services is an asset.
- Basic knowledge of the community of Chilliwack is desirable.
- Experience working with the public and answering telephones.
- Physical ability to lift 40lbs from floor to table height is required.
- Excellent communication and interpersonal skills, and experience working in a team environment.
- Ability to work on tasks with minimal supervision.
- Strong organizational skills.
- Excellent written communication skills.
- Excellent computer skills (Microsoft Office, Email, databases, scanning and Photoshop) are an asset.

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### **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 in the Young Canada Works inventory at <https://young-canada-works.canada.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.

Any other required licenses, certificates and registrations associated with this competition also must be valid and current at the time the posting closes and must be attached with your application.

Please apply via email to:

**Matthew Francis, Executive Director**  
**Chilliwack Museum and Archives**  
**45820 Spadina Avenue**  
**Chilliwack, BC V2P 1T3**  
**Phone: (604) 795-5210**  
[matthew@chilliwackmuseum.ca](mailto:matthew@chilliwackmuseum.ca)  
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