

CHILLIWACK

m u s e u m & a r c h i v e s

Job Title: Education and Engagement 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.

Applications are currently being accepted for a dynamic and committed individual to fill a temporary, full-time Summer Career Placement for a **Museum Education and Engagement 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

As a student employee at the Chilliwack Museum and Archives, reporting to the Executive Director and supervised by the Education and Engagement Coordinator, the incumbent will work on short-term Education and Engagement Projects.

The Education & Engagement Assistant will be aimed at supporting the following project goals:

- Assist the Education and Engagement Coordinator with the planning, organization, and delivery of selected School Programs and Public Programming;
- Assist, as required, with day-to-day museum operations including opening and closing, participating with other colleagues in occasionally staffing the reception desk for periodic coverage and Gift Shop retail sales or Archival Services as help is occasionally required with these functions.

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

- University student, preferably in a B.Ed. program, or with courses in history, anthropology, fine arts, museum or archival studies, or other related field;
- Computer skills including knowledge & experience using Microsoft Word, Excel, PowerPoint, Publisher, and collections database software would be definite assets;
- Experience working with children and families, ideally in a teaching environment, would be 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 would be a definite asset;
- Because of the physical nature of some of the work proposed, the candidate must be physically 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 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
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www.chilliwackmuseum.ca