

BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT – CURATORIAL INTERNSHIP *(Temporary)*

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*

SCOPE

The City of Surrey is looking for an enthusiastic, collaborative, and creative Curatorial Assistant with the experience and drive to work amidst a dynamic civic artifact collection and community. With demonstrated experience in artifact handling and documentation, preventative conservation, and database systems, the Curatorial Assistant aids in facilitating community engagement through artifacts. Reporting to the Curator of Collections, the Curatorial Assistant is a key member of the team that manages the City's Heritage artifact collections.

The City's artifact collections consist of approximately 40,000 objects, housed and exhibited at the Museum of Surrey, Historic Stewart Farm, and other civic venues. The collections play a central role in the presentation, interpretation, and understanding of the City's past, present and future. The Curatorial Assistant assists in the organization and administration of the collections and works collaboratively to support access and use for exhibits, research, and programs.

As an internship position, there will be a focus on mentorship and career planning. This is an excellent opportunity for a recent graduate pursuing a career in Museums or Heritage.

RESPONSIBILITIES

- Assist to reorganize collections storage spaces;
- Rehouse collections items, implementing preservation standards and care;
- Catalogue and document artifacts using the MINISIS M3 database;
- Undertake primary and secondary source research on a variety of subjects;
- Facilitate collections access and use for exhibitions, research, and programming;
- Prepare digital images of artifacts for public access and long term preservation.

QUALIFICATIONS

- Graduated from a recognized post-secondary institution within the last 24 months;
- Work experience in a cultural heritage facility, with training and experience in artifact handling and documentation;
- Current Standard First Aid and CPR certificates;
- Valid full driver's license, with a safe driving history.

Work Location: Surrey Archives and Heritage Services Administrative Building: 17671 – 56 Ave, Surrey BC V3S 1C9

Dates of Position: July 3rd – November 23rd 2018 (21 weeks)

Days of Position: Monday to Friday: 10:00am – 5:00pm (1 hour unpaid lunch)

Please note that this position is contingent on Federal Government grant funding. Applicants must be available to work the full duration of the grant sponsored position, be between the ages of 16 and 30, and be registered on the Young Canada Works on-line candidate inventory

APPLY

If you are interested in this opportunity please apply at SurreyCareers.ca to Job ID 2119. Posting will remain open until May 25, 2018.

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