



2021-MR Museum Registrar Parks, Recreation and Cultural Services

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Are you interested in joining the City of Burnaby as a Museum Registrar in the Parks, Recreation and Cultural Services Department? We are looking for a candidate that will be able to participate in the development and maintenance of a large-scale collection of artifacts for preservation and special exhibitions. Duties involving collections based research as directed by a supervisor and cataloguing artifacts. If you have a passion for museum artifacts and belongings, the role of Museum Registrar would be a good fit! Knowledge of collections based research methods and techniques as well as museum cataloguing procedures and techniques is required. The ability to perform physical documentation of museum artifacts, including maintaining files, and maintaining and improving records in the database is also required. If you enjoy using a digital camera, various software applications and related equipment this will be an opportunity for you. This role performs other related work as required.

The qualifications include the completion of Grade 12, supplemented by university courses related to the work. Some experience in the collection and identification work in a museum, art gallery, library or some similar institution or an equivalent combination of training and experience. If you would like to make a difference in the delivery of Cultural Services for the City of Burnaby this role would be the right fit for you! Dealing effectively with a variety of internal and external contacts is important. A Driver's License for the province of British Columbia is required.

Hourly Wage: \$28.56 with 12% in lieu of benefits. Hours of work are dependent on operational requirements including your own availability and are typically scheduled a few days a week seasonally Monday to Friday (8:30am to 4:30pm).

Please submit your application online by **Friday March 19, 2021**.

Applicants under consideration will be required to consent to a Criminal Record Search.