

## **JOB DESCRIPTION – CURATORIAL ASSISTANT**

The City of Quesnel wishes to fill a student Curatorial Assistant position at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, the Curatorial Assistant will help with daily operations including visitor reception and gift shop sales, security and maintenance.

Additional tasks specific to the position include:

- Exhibit Development:
  - Assist with preparing loan forms, exhibit texts and labels, mounts, and installing a temporary exhibit celebrating the 100<sup>th</sup> Anniversary of St John the Divine Church
  - Assist with the installation of an exhibit documenting the history of Quesnel Rodeo, record 4-6 audio or video interviews and build a web-based exhibit.
- Photograph artifacts and update collection records for public access online.
- Assist with preparation of a report to the collections committee and catalogue accepted donations.
- Assist with community outreach projects

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high-quality programs and services. You will be joining a team of two permanent staff, two summer students and dedicated volunteers who help preserve the history of the North Cariboo and promote an appreciation of the region's heritage. The museum is open 7 days a week and all staff work some weekends.

**Duration of work:** May 12 to August 29 2026 \*\*

**Hours/week:** 37.5 Hours per week

## **REQUIRED QUALIFICATIONS**

### **Applicants must be:**

- A Canadian citizen or legally entitled to work in Canada.
- Willing to commit to the full employment period, with no other significant work commitments (more than 30 hours per week)



- 16-30 years of age, registered in, and returning to, full time education
- Approved as an eligible candidate by the Young Canada Works Program

**The ideal candidate:**

- Is welcoming and provides excellent customer service
- Has superior communication skills and is proficient in English, both written and spoken
- Possess excellent organizational & research skills and applies guidelines consistently
- Is knowledgeable and interested in regional and British Columbia history.
- Has a high level of computer literacy
- Demonstrates a sense of design and ability to complete basic exhibit preparation tasks
- Is self-motivated and able to work independently
- Preference given to candidates with previous work or volunteer experience in a museum, archives or historic site.

Testing and interviews will be required.

The City of Quesnel is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We appreciate the interest of all applicants, but only those selected for an interview will be contacted.

*\*\* This position is subject to grant funding and the period of employment could be adjusted slightly to reflect funding and student schedules.*