



**JOB POSTING**  
**External - CUPE Local 1050**

<b>Position: Curatorial Assistant, Quesnel Museum - Summer Student position</b>	<b>Status: Full-Time ( Term 16 Weeks)**</b>
<b>Posting Date: May 2, 2024</b>	<b>Application Deadline: May 9, 2024 by 4pm</b>
<b>Competition number: 24-32A</b>	<b>Wage: \$19.50 (plus \$1.20 in lieu of benefits)</b>
<b>How to apply:</b> Please send your resume with competition number, in confidence to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Apply online or Email: <a href="mailto:hr@quesnel.ca">hr@quesnel.ca</a> (Word or pdf document only please)	

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 include:

- Selectively scan the Observer negative collection & create descriptive finding aids
- Photograph artifacts and update collection records for public access online.
- Exhibit Development - preparing exhibit labels, interpretive text and digital content
- Assist with preparation of a report to the collections committee and catalogue accepted donations.

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.

**Duration of work:** May 14 to August 31 2024 \*\*  
**Hours/week:** 37.5 Hours per week

## REQUIRED QUALIFICATIONS

### Education and Experience:

#### 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.*