

**New Westminster Museum and Archives
Volunteer Job Description**

Curatorial Assistant

Curatorial Assistants help with research and preservation-related duties. Volunteers assist with research for both upcoming exhibitions and other New Westminster history topics. They also assist to research the function, use, manufacture and history of artefacts for cataloguing.

Two or three times per year volunteers may help with the preparation and installation of temporary, extension and long-term exhibitions, including updating displays in Irving House (November and January). This entails preventative conservation of the collection such as cleaning, storing, measuring and photographing artefacts, and preparing the exhibit space.

We also ask volunteers to share their research with the public at least once a year during a public program (usually on a Saturday morning).

Activities

- Assist with artefact and exhibit research using online newspaper archives, microfiche, genealogical sources, directories, photos, census records and other archival sources.
- Transcribing archival information (including handwritten documents) and preparing summaries of oral histories.
- Assist to house artefacts/objects in appropriate acid-free storage packaging.
- Measure artefacts and maintain accurate lists.
- Set up photography station and photograph artefacts.
- Assist with cleaning and basic preventative conservation of collections.
- Assist with museum display preparation.
- Prepare a PowerPoint presentation to present research.

Training

- Orientation
- Artefact care and handling
- Archival research
- Curatorial volunteers should attend museum presentations, specialized tours and exhibit tours as part of continuous training.



Time Commitment

2 hours minimum per week, regular hours and days. The times are decided based on volunteer and staff availability.

Mondays – Fridays only.

Qualifications

- Good oral and written communication skills.
- Attention to detail and accuracy.
- Neat handwriting.
- Ability to take direction and follow instructions, and to work independently.
- Knowledge of local history, or interest in learning.
- Interest in sharing historic research with the public.

Benefits

- Assist to preserve and make accessible the City's collection of material cultural artefacts for the enjoyment and education of present and future generations.
- Make new friends and develop new skills.
- Develop public speaking skills.

Main Volunteer Site

New Westminister Museum and Archives
777 Columbia Street
New Westminister, BC V3M 1B6

Staff Contacts

For general volunteering:

Liz Twaites, Volunteer Coordinator, New Westminister Parks, Culture and Recreation
(604) 519-1023 or ltwaites@newwestcity.ca.

For the curatorial assistant position:

Oana Capota, Museum Curator, New Westminister Museum
ocapota@newwestcity.ca