

Volunteer Job Description

Curatorial Assistant

Curatorial Assistants work in the Museum on a range of collections management, cataloguing, research and preservation related duties. Assistants work on preventative conservation of the collection such as storing and numbering artifacts/objects. Volunteers assist to research the function, use, manufacture and history of artifacts for cataloguing. They also assist with research, preparation and installation of temporary, extension and permanent exhibitions.

Activities

- Assist with artifact/object research.
- Assist to house artifacts/objects in appropriate acid-free storage packaging or boxes and label as required.
- Assist to enter artifact catalogue information on the computer database.
- Assist with cleaning and basic preventative conservation of collections.
- Undertake exhibition research.

Work Site

The New Westminster Museum & Archives
302 Royal Avenue
New Westminster, V3L 1H7
604-527-4640

Time Commitment

Two hours per week, flexible hours and days
Wednesday – Saturday, 10:30 am - 4:30 pm

Qualifications

- Good oral and written communication skills.
- Attention to detail and accuracy.
- Neat handwriting and printing.
- Ability to take direction and follow instructions.
- Ability to work independently.
- Knowledge of local history, or interest in learning.

Benefits

Assisting to preserve and make accessible the City's collection of material cultural artifacts/objects, for the enjoyment and education of present and future generations. Make new friends and develop new skills.

Staff Contact

Colin Stevens, Manager, New Westminster Museum and Archives