

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

Curatorial Assistant

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

Activities

- Assist with artefact and exhibit research.
- Assist to house artefacts/objects in appropriate acid-free storage packaging.
- Assist with cleaning and basic preventative conservation of collections.
- Assist with museum displays.
- Conduct oral interviews with city residents.

Training

- Orientation
- Artefact care and handling

Work Site

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

Time Commitment

2 hours minimum per week, flexible hours and days.
Mondays – Fridays.

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.

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.

Staff Contact

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

