

DEPARTMENT:	Office of the CAO – New Westminister Museums and Heritage Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Up to 19.5 hours per week*	SALARY:	\$24.29 – 26.32 per hour plus 12% in lieu of all benefits (2021 rates)

The City has an exciting opportunity for a Museums & Archives Assistant, who will be assisting with a variety of heritage activities at the New Westminister Museum & Archives, Irving House, and Samson V.

What you will do:

- Assist with the research and development of heritage programs.
- Perform educational heritage programming for school children and the public.
- Provide facility supervision support at Irving House, Samson V, the City Archives and New Westminister Museum.
- Liaise with museums and archives volunteers.
- Assist with reference services, including processing reference requests and supervising the archives reading room.
- Assist with tasks related to maintaining archival holdings.
- Provide in-person, electronic and over-the-phone reference services to patrons to assist them with navigating archival finding aids so they can learn how to identify materials they need to consult.
- Assist with regular social media and marketing tasks.

What you bring:

- Post-secondary coursework in museum studies, archival studies, education, history, anthropology or knowledge management and some related experience.
- Demonstrated experience in organizing groups, programs, and services in an educational setting.
- Experience researching and referencing from a variety print and electronic resources.
- Keen interest in working with diverse communities to research and tell inclusive stories.
- Eager to understand archival holdings, including their various community applications.
- Ability to work co-operatively, as part of a team.
- Excellent oral and written communication skills as well as excellent organization and interpersonal skills.
- Familiarity with Microsoft Office and the Adobe Creative suite.
- First aid training is an asset.
- Ability to pass and maintain a satisfactory Police Information Check.

****The successful candidate will be required to work a flexible work week based on operations***

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by May 11, 2022** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-101**.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminister is on the unceded and unsurrendered land of the Halkomelem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*