

<b>DEPARTMENT:</b>	Office of the CAO	<b>STATUS:</b>	Auxiliary
<b>NO. OF POSITIONS:</b>	One	<b>UNION:</b>	CUPE, Local 387
<b>HOURS OF WORK:</b>	35 hours per week*	<b>SALARY:</b>	\$19.76 per hour (2021 rates) plus 12% in lieu of all benefits

The New Westminister Museum and Archives has a summer employment opportunity for a Museum Assistant – Programs, which will run from **May 4 to August 21, 2022, Wednesdays to Sundays, 35 hours per week**; however, a flexible week may be necessary in order to meet community programming needs. Please note that the staffing of the position and its duration are **conditional on the approval of the grant application** submitted to the Young Canada Works program.

**Duties include:**

- Perform guided tours of New Westminister Museum and Archives facilities, including 1865 Irving House, the Samson V and Anvil Centre
- Assist with the research, development, testing and implementation of heritage programs.
- Perform educational heritage programming for school children and the public.
- Schedule and liaise with volunteers.
- Help the curator with basic preservation tasks.
- Perform light cleaning and basic maintenance.
- Perform other related duties.

**Requirements include:**

- Registration in the Young Canada Works inventory at <https://young-canada-works.canada.ca> and you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- Completion of a year of study in museum studies, education, design, or history or a related program at a recognized university.
- Preference may be given to those with previous work or volunteer experience in a museum.
- Familiarity with the theory and principles of museum operations.
- Skills at building and maintaining community relationships, and sharing our values in working with diverse communities to research and tell inclusive stories.
- Ability to work co-operatively, as part of a team.
- Excellent oral and written communication skills.
- Attention to detail.
- Familiarity with the Microsoft Office and Adobe Creative suite of products.
- Ability to work 35 hours a week from Wednesdays through Sundays.
- Ability to successfully pass and maintain a satisfactory Police Information Check.

*\*This position will work from May 4 to August 21, 2022, Wednesdays to Sundays, 35 hours per week; however, a flexible week may be necessary.*

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by April 8, 2022** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-62**

*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 Hala'éméylem-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.*