

**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. Occasionally volunteers will help with the preparation and installation of temporary, extension and long-term exhibitions. Assistants occasionally work on preventative conservation of the collection such as cleaning, storing and numbering artefacts.

**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.

**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, 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.

**Volunteer Site**

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

**Staff Contact**

Liz Twaites, Volunteer Coordinator, New Westminster Parks, Culture and Recreation  
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