



# BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

## Curatorial Assistant



*\* Please note, this position and the length of the work term are dependant upon grant funding\**

The BC Forest Discovery Centre is currently accepting applications for the position of Curatorial Assistant for our 2024 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill one possible vacancy in the position of Curatorial Assistant.

**HOURS OF WORK:** Approx. June 3 – August 31 | 40 hours per week | Holiday & Weekend work required

**WAGE:** \$17.40 per hour

### **TASKS AND RESPONSIBILITIES:**

- Preserve artifacts and heritage buildings in the museum's collections by assisting the Curator in the planning and implementation of appropriate preventative conservation strategies and conservation treatments
- Deliver public guided tours, greet visitors, provide orientation to exhibits, and assist in other front-house duties as required to enhance visitor experience
- Data entry of object information into the BC Forest Discovery Centre's PastPerfect Database

### **QUALIFICATIONS:**

- Customer Service skills or interested in working with the public
- Motivated
- Team oriented
- Flexible with work tasks
- Interest in local and provincial history
- Interest in environmental issues and ecology
- Computer skills-word processing and spreadsheets and web-based applications
- Proficiency in English required, other languages an asset

### **POSITION REQUIREMENTS:**

As these positions are made possible through grant funding, applicants must meet the following criteria:

- Be a Canadian citizen, permanent resident or have been granted refugee status.
- Legally entitled to work in Canada.
- Be between the ages of 16 and 30 years of age at the start of your employment.
- Be a fulltime post-secondary student who intends to return to school in the Fall.
- Be able to commit to the full duration of the work assignment.
- Must not have another full-time job (over 30 hours a week) while working for the BC Forest Discovery Centre.

### **APPLICATION REQUIREMENTS:**

- Indicate for which position you are applying
- Confirm that you have a flexible schedule with availability for weekend and evening work
- Confirm your ability to undergo a criminal record check

**Please send Cover Letter and Resume to:**  
**Carol Miller – BC Forest Discovery Centre**  
E-mail: [info.bcfdc@shawlink.ca](mailto:info.bcfdc@shawlink.ca)

**Deadline for submissions is Friday May 24, 2024 at 4:30pm.**  
*No phone inquiries, please. Only short-listed applicants will be notified.*