



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Curatorial Assistant



The BC Forest Discovery Centre is currently accepting applications for the position of Curatorial Assistant for our 2026 summer season. The Centre is seeking creative, professional, positive, and organized applicants to fill two possible vacancies in the position of Curatorial Assistant.

HOURS OF WORK: Approx. May 14 – August 31 | 40 hours per week | Holiday & Weekend work required

WAGE: \$18.75 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
- Digitization, Scanning and 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 secondary or post-secondary student.
- 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:
Lisa Weston – BC Forest Discovery Centre
E-mail: info@bcfdc.ca**

The BC Forest Discovery Centre is committed to employment equity and to building a workforce that reflects the diversity of Canada. We encourage applications from members of the four designated groups: women, Indigenous peoples, persons with disabilities, and members of visible minorities.

Deadline for submissions is Friday April 24th 2026 at 4:30pm.
No phone inquiries, please. Only short-listed applicants will be notified.