
Museum · Farm · Restaurant · Gift Shop · Campground · Boat Launch

One Position Vacancy:
Museum Assistant – Curatorial
(Young Canada Works Program)

The Kilby Historic Site & Archives has a 16-week summer employment opportunity which will run from **May 4, 2017 to August 24, 2017**. 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:

- Assist with researching museum objects for historical interpretation & updating artefact database records for public online access.
- Assist the Curator with the process of photographing museum artefacts and uploads archival images to database for public online access.
- Assist the IT department with the development of a new exhibit pages on our website that includes an online database
- Engages with visitors in a professional, courteous and friendly manner by answering questions about the history of 1906 General Store Museum and heritage farm facilities.
- Assist with weekend demonstrations & historical re-enactments to children and the visiting public
- Assist with telephone inquiries and providing information for senior and school tours
- Assist with the development & implementation of special event programs.
- Assist with the marketing and promotion of the museum, programs and events.
- Help the curator with basic preservation tasks & Museum enhancements.
- Develop reference materials for new interpretation, programming & exhibits.
- Deliver educational heritage programming for school children, when needed.
- Perform light curatorial cleaning while handling objects.
- Assist with the celebration of Canada's 150th Anniversary of Confederation by documenting the event with images and video.

Requirements include:

- Please note that in order to apply you must be registered in the Young Canada Works inventory at www.youngcanadaworks.ca and that 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. Priority is given to candidates who have not previously participated in a summer work experience program.
- Ability to work co-operatively, as part of a team.
- Possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with the Microsoft Office (Photoshop an asset).
- Ability to work 35 hours a week including weekends.
- Priority may be given to students in our surrounding towns and First Nations communities
- Driver's license not required but must possess a reliable means of transportation to/from work
- Must be able to pass and maintain a criminal and personal record background check.

This position offers an hourly rate of \$13.00

Apply by sending your resume by **April 10, 2017** to the Human Resources Department, Kilby Historic Site, **Attention: Curator** Fax: (604)796-9592 or e-mail to humanresources@kilby.ca We thank all applicants in advance; however, only those selected for an interview will be contacted. The Fraser Heritage Society is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.