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

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**1 Student Position Vacancy:  
Curatorial Assistant – Curatorial  
(Young Canada Works Program)**

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The Kilby Historic Site & Archives has a 12-week summer student employment opportunity which will run from **June 5<sup>th</sup> to August 25<sup>th</sup>, 2023**. Please note that the position and its duration are conditional on the approval of qualifications of the Young Canada Works program.

The Curatorial Assistant is a hands-on position which offers the opportunity to learn integral behind-the-scenes museum procedures from accessioning and data-entry, to rehousing, conservation, and research. The chosen candidate will be trained in modern museological standards and will learn the unique history of the Kilby Historic Site. The museum's object collections are mainly comprised of product packaging, farm equipment, and general merchandise 1900-1970. The Curatorial Assistant will assist in digitizing and improving museum records. They will gain diverse experience by digitizing photos, conducting inventories, processing backlogged donations (numbering, cataloguing, and storing), and updating records. The objective of this work is to increase public access to the collections. This work is essential for increasing public engagement with the collection, and it lays the foundation for future exhibit and conservation work. Previous experience working with databases or in museums is an asset but if you are willing to learn, we are excited to teach.

**Duties include:**

- Assist with basic conservation such as cleaning artifacts, pest control, and improving item storage.
- Help process backlogged donations (numbering, storage, and data entry).
- Improve existing records by conducting inventories, photographing artifacts, and inputting data from older records.
- Conduct research to increase knowledge of object provenance and historical significance.
- May be required to assist with on-site activities, interpretation, and historical re-enactments for the visiting public.

**Requirements include:**

- Please note that in order to apply you must be registered in the Young Canada Works inventory at [www.youngcanadaworks.ca](http://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.
- An interest and relevant studies in History, Museum or Archival Studies, or related field.
- Familiar with the Microsoft Office (database experience, an asset).
- Ability to work 35 hours a week.
- 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 a criminal record check.

**This position offers an hourly rate of \$16.50 – 35 hours week**

Apply by sending your resume **by May 24, 2022** to the Human Resources Department, Kilby Historic Site, Fax: (604)796-9592 or e-mail to [humanresources@kilby.ca](mailto:humanresources@kilby.ca) We thank all applicants in advance; however, only those selected for an interview will be contacted. The Kilby Heritage Society is committed to employment equity. We welcome diversity and encourage applications from all qualified individuals.