



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC VOK 1B0 (www.barkerville.ca)

Job Posting: Curatorial Assistant (Youth Employment Program)

Job title: Curatorial Assistant

Classification: Youth Employment Program

Position: Full time, temporary

Avg. weekly hours: 35

Anticipated Start Date: May 27, 2024

Anticipated End Date: September 1, 2024

Closing Date: Open until filled

Posting: Internal/External

Status: BC Government Employees Union (BCGEU)

Salary: \$20.25 plus privileges as dispersed according to the Collective Agreement between the BCGEU and Barkerville Heritage Trust. Wages to reflect level of training and certifications held.

Main tasks or responsibilities (core duties of the position, including but not limited to):

- Assists in the cleaning of exhibits and viewing windows using approved museum techniques;
- Assists in maintaining exterior areas of buildings, including boardwalks in buildings not used by merchants;
- Assists staff to assess, organize, arrange and describe the backlog of Barkerville's unprocessed collection;
- Assists, as required, in special events;
- Seeks out advice on proper treatment of artifacts and reviews written documentation available in the Library/Archives and/or senior Curatorial staff prior to proceeding with work;
- Assists with collections management projects;
- Works in a healthy and safe manner and follow all BHT health and safety guidelines;
- Performs flexible and varying duties depending on the shifting needs of the organization;

The Position requires that the following laws, regulations, policies and procedures be adhered to:

- The Workers Compensation Board regulations;
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program;
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Barkerville's Personal Presentation Standards;
- Performs all operational duties based up on industry standards and guided by the occupation health and safety regulations;

Staff housing options available upon request.



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Curatorial Assistant (Youth Employment Program)

Skill and Abilities (qualifications needed to perform the job):

- Ability to work under own initiative with minimal supervision or as a member of a team;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions;
- Basic understanding of the Rules for Archival Description (training provided);
- Proper handling, care and maintenance of artifacts and exhibits according to approved museum techniques (training provided);
- Hold and maintain a valid Canadian driver's license;
- Preference will be given to a student interested in a career in the field of Archival Studies, Museum Studies, Cultural Heritage Management, or Conservation;

Working conditions: (physical environment of the job, including on and off site):

- Working outdoors in varying weather conditions;
- Working indoors and sharing workspace with other workers;
- Walking on uneven surfaces, climbing stairs and ladders, and lifting up to 40 lbs;
- Seven-hour shifts, five days a week, for a total of 35 hours per week.

***Position is subject to conditions set by the funding agency**

For more information or to apply contact Mandy Kilsby, Curator, Barkerville Historic Town and Park at mandy.kilsby@barkerville.ca or 1.888.994.3332 ext.35

- *Preference will be given to Priority Youth including recent immigrant youth and recent refugee youth, youth who have not previously been employed and for whom this would be their first job experience; Youth who are Indigenous; Youth with disabilities; Youth who have not completed high school; Visible minorities; LGBTQ2 youth; and women in science, technology, engineering and mathematics (STEM)*;*
- *Must be between 15 and 30 years of age at the start of the employment*;*
- *Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*;*
- *Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. **

Staff housing options available upon request.