



# **BARKERVILLE**

— HISTORIC TOWN & PARK —

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

## **Job Posting: Curatorial Assistant: Exhibit Design**

### **JOB SUMMARY**

**Classification: Curatorial/Presentation 1**

**Job title: Curatorial Assistant – Exhibit Design**

**Position: Full-time permanent**

**Closing Date: April 15 2024 or until filled**

**Internal/External Posting**

#### **Status:**

- BC Government Employees Union (BCGEU)
- Salary Grade: \$25.68 plus benefits as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

#### **Orientation and Supervision: (how the position fits into the company structure)**

- Position reports to the Curator;
- Position receives training, guidance, and general direction from Curatorial Assistant(s);
- Position works within the Curatorial department, under the leadership of the department Manager;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* and the *BC Heritage Conservation Act* to ensure the continued conservation of collections;
- Works as a team member with all Barkerville Heritage Trust site staff and contractors;
- Performs all duties with a heritage conservation focus to ensure the continued protection and conservation of Barkerville Heritage Town.

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

- Design, drafting and implementation of plans for new and existing exhibits and presentations, including locating and preparing artifacts for display;
- Researches historic buildings and other structures and provides recommendations for preservation, reconstruction, restoration, uses, and exhibit updates, as appropriate;
- Providing advice and expertise to contractors and site personnel about heritage issues associated with design and implementation of exhibits and aspects of presentation at Barkerville including landscapes, buildings, artifacts, and support materials;
- Keeping an inventory of display and exhibition material, supplies and suppliers;
- Monitoring and ensuring appropriate levels of light, heat, and humidity in exhibit and storage spaces;
- Basic artifact conservation, restoration, and stabilization using approved conservation methods, and/or recognition of issues and taking appropriate steps to ameliorate these issues, including recommending conservation treatments by specialized conservators;
- Liaising with suppliers, contractors, specialists, and other Barkerville staff as appropriate.
- Design, writing, and installation of exhibit cases and signage;

- 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;
- Performs frontline conservation through the cleaning of storage areas, displays, windows, and outside areas at Barkerville and other resources using approved conservation techniques as directed;
- 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;

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

- Bachelor of Arts Degree in Design, Museum Studies, Cultural Resource Management, or similar program;
- Five or more years of experience in museum exhibit design.
- Strong graphic design and drafting skills;
- Understanding of historic buildings and heritage issues;
- Passionate and proactive approach heritage preservation and heritage design values
- Understands museum procedures, conservation methodology, and research methods, and has an ability to communicate effectively;
- Intermediate or better proof reading and copy-editing skills;
- Ability to safely use basic hand and power tools;
- 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.
- Occupational First Aid Level 3 is an asset

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

- Working indoors and outdoors, sharing workspace with other workers;
- Walking on uneven surfaces, climbing stairs and ladders, and lifting up to 30 lbs;
- Seven-hour shifts, five days a week, for a total of 35 hours per week.

**For more information or to apply, contact Mandy Kilsby, Curator, Barkerville Historic Town and Park at [mandy.kilsby@barkerville.ca](mailto:mandy.kilsby@barkerville.ca) or 1.888.994.3332 extn35.**