



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 (Conservation Cleaner)

JOB SUMMARY

Classification: Curatorial 1

Job title: Curatorial Assistant (Conservation Cleaner)

Positions: Seasonal Full-Time (35 hours per week, May 15 – September 15, 2024)

Status:

- BC Government Employees Union (BCGEU)
- Salary Grade: \$25.48 plus benefits as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust
- Internal/External posting

Orientation and Supervision: (How the position fits into the company structure):

- Position reports to the Curator
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with heritage site operational activities

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

- Cleans and maintains exhibits, artifact storage areas and viewing windows using approved museum techniques
- Protection and rehabilitation of cultural heritage resources through preventative conservation
- Maintains cleanliness of exterior areas of buildings, including boardwalks
- Routine inspections of exhibits and storage areas to ensure artifacts are in good condition and stored or exhibited appropriately
- Assists with maintenance of heritage landscape features as required
- Assists with special events as required
- Fosters excellent visitor experiences through positive interactions with guests
- Performs flexible and varying duties depending on the shifting needs of the organization and its staff members

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

- Standards and Guidelines for the Conservation of Historic Places in Canada
- Barkerville Historic Landscapes Conservation Plan
- British Columbia's Heritage Conservation Act
- The Workers Compensation Board regulations
- The Barkerville Heritage Trust's policies and procedures

- Adherence to the Job Performance Expectations of the position
- Performs all operational duties based upon industry standards and guided by the occupation health and safety regulations

Skills, and Abilities (Qualifications needed to perform the job):

- Ability to safely use and operate various hand tools such as vacuum cleaners, dusters and brooms
- Physical mobility and stamina are required
- Excellent interpersonal skills, reliable, punctual, organized, demonstrates initiative, self motivation, effective communicator
- Ability to work under own initiative with minimal supervision or as a member of a team
- A proven commitment to heritage conservation
- Previous museum experience is an asset
- A grade twelve education or a recognized equivalency
- WHMIS is required and training provided by employer
- Occupational First Aid Level 1 with a Transportation Endorsement is an asset, but not required

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

- Required to work outdoors in varying weather conditions
- Work will require lifting and carrying
- Wearing appropriate personal protective equipment as required
- May require working in a uniform, as provided by the Trust
- Walking on uneven surfaces, climbing stairs and ladders, bending and lifting
- Will be required to perform manual labour duties and to perform the physical job requirements
- Successful candidates must be available to work for the duration of the season

For more information or to apply, contact **Mandy Kilsby** at mandy.kilsby@barkerville.ca

Staff housing options available upon request.