



# BUILD A CITY. BUILD A FUTURE.



## Community Services Assistant 3 – Programs Assistant - Museum of Surrey

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.*

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.  
**Build a City. Build a Future at the City of Surrey***

### Scope

Museum of Surrey is looking for an enthusiastic Programs Assistant who is driven to create meaningful and memorable experiences for visitors and who is excited contribute to the rapidly growing and diversified community of Surrey. This is an excellent opportunity for a recent graduate pursuing a career in museums.

### Employment Status

Union - CUPE Local 402 – Temporary Grant

### Responsibilities

- **In addition to working closely with, and supporting the Museum's programs team, the candidate will:** Digitize Reminisce Kits content to increase remote programming opportunities.
- Provide event and program support during autumn, the Museum's busiest season.

Provide administrative support for the Cloverdale Christmas Tree Fest. **Qualifications**

- Experience in a cultural heritage facility, particularly in leading educational activities, is an asset.
- Emergency First Aid Certificate and CPR Certificate OR acceptable equivalent.
- Courses in Education, Museum Studies, History, Anthropology, or Education are an asset.
- Start and End Dates: August 13, 2024—December 14, 2024.
- Days of the position: Tuesday to Saturday.
- Hours of the position: 9:30am-5:30pm, will include evening shifts to support museum programming.

This position is supported by Heritage Canada's Young Canada Works (YCW) Building Careers in Heritage and is contingent on Federal Government Grant funding. Successful candidates must meet the criteria set forth by the grant program, including:

- Canadian citizen or a permanent resident or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible).
- Must be available to work the full duration of the grant sponsored position.
- Be a recent post-secondary graduate from a recognized post-secondary institution.
- Be between 16 and 30 years of age at the start of employment.

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- Registered on the Young Canada Works on-line candidate category.
- To view the full requirements, visit [here](#).

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

## Other Information

Hourly Rate: \$26.29

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job 5930

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