

Township of Langley

Job Title:	Collections Assistant
Competition Number:	24-U171
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 9:00am – 5:00pm
Competition Opening Date:	October 9, 2024
Competition Internal Closing Date:	October 21, 2024
Competition External Closing Date:	October 31, 2024

Job Overview

The Township of Langley is recruiting for a regular full-time **Collections Assistant** to join our team of professionals in the Recreation, Arts and Culture Division, Cultural Programs and Services Department. Reporting to the Manager Arts and Culture, in this unionized position you will care for and provide access to the museum's art, artifact and archive collections.

Responsibilities

- Support operation of the new public Research Room at salishan Place by the River, including, responding to requests from the public for information concerning art, artifacts and archival materials and facilitating public/researcher access to archival materials
- Perform work related to the storage, inventory, conservation, and care of museum exhibits and specimens
- Assist in research, acquisition, registration, classification and deaccessioning museum artifacts, art, and literature collections
- Assist in receiving, checking, reporting, and preparing museum items, and participate in arranging for special exhibitions, showings and events
- Perform related work as required

Qualifications

- Completion of a university degree in a related field plus some related experience or an equivalent combination of training and experience
- Sound knowledge of the principles, practices, philosophy and objectives to museums, art galleries, archives, and heritage conservation
- Sound knowledge of the established standards for arranging, describing, and indexing archival materials
- Ability to handle, classify, research, and catalogue a variety of artifacts, art works and archival materials
- Ability to provide assistance to the public and communicate effectively with internal/external contacts
- Previous museum experience is considered an asset
- Emergency First Aid certification is considered an asset

This position is defined by the Township of Langley as a Position of Trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- Valid BC Class 5 Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.