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| <b>DEPARTMENT:</b>       | <b>Community Services –Anvil Centre</b> | <b>STATUS:</b> | <b>Auxiliary</b>  |
| <b>NO. OF POSITIONS:</b> | <b>One</b>                              | <b>UNION:</b>  | <b>CUPE, Local 387</b>  |
| <b>HOURS OF WORK:</b>    | <b>35 hours per week*</b>               | <b>SALARY:</b> | <b>\$22.12 - \$23.91 per hour plus 12% in lieu of benefits (2024 rates)</b> |

The New Westminster Museum and Archives has a 16 week summer employment opportunity which will run from **May 5, 2025 to August 22, 2025, Mondays to Fridays**; however, a flexible week may be necessary in order to meet community programming and engagement needs. The New Westminster Museum is transitioning its role within its community; its mission is to enhance knowledge and deepen understanding of the City and its diverse peoples by illuminating past events, exploring current issues and facilitating conversations around future possibilities. This position will support the curator in expanding social and community perspectives portrayed by the museum by decentering white Euro-Canadian experience and confronting systems that maintain the imbalance of power and privilege in museums. Please note that the staffing of the position and its duration are **conditional on the approval of the grant application submitted to the Young Canada Works program**.

**Duties include:**

- Assist with the research, development and fabrication of exhibits.
- Assist with cataloguing, photo documentation, deaccessioning and updating artefact database records.
- Deliver educational heritage programming for school children and the public.
- Perform guided tours of New Westminster Museum and Archives facilities, including Irving House and the 1937 Samson V Museum.
- Help the curator with basic preservation tasks.
- Develop reference materials.
- Perform light cleaning and basic maintenance.
- Perform other related duties.

**Requirements include:**

- Please note that in order to apply you must be registered in the Young Canada Works inventory at <https://young-canada-works.canada.ca> and that you must be between the ages of 16 and 30. You must also have been a full-time student in the semester preceding the YCW job and intend to return to full-time studies in the semester following the YCW job.
- You should ideally have completed a year of study in history, education, design, or museum studies or a related program at a recognized university.
- Preference may be given to those with previous work or volunteer experience in a museum.
- You should be familiar with the theory and principles of museum operations.
- Skilled at building and maintaining community relationships, and sharing our values in working with diverse communities to research and tell inclusive stories.
- Keen interest in working with diverse communities to research and tell inclusive stories.
- Ability to work co-operatively, as part of a team.
- Possess excellent oral and written communication skills.
- You are an individual who pays close attention to detail.
- Familiar with Microsoft Office and major social media platforms.
- Ability to work 35 hours a week from Tuesdays through Saturdays.
- Ability to successfully pass and maintain a clear Police Information Check - Vulnerable Sector

*\*Flexible week may be necessary in order to meet community programming needs.*

Apply online with cover **letter and resume in one document** at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by March 21, 2025.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'emýlem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*