



# BUILD A CITY. BUILD A FUTURE.



## ASSISTANT CURATOR - EXHIBITS

*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 and creative Assistant Curator (Exhibits) who loves researching and writing as well as assisting in the design, fabrication and installation of exhibitions. This is a highly creative and motivating position within the Exhibits Department at the Museum, a cultural facility with a mission to ignite young imaginations and connect Surrey's diverse citizens and communities through participation, engagement and stories. The position reports to the Curator of Exhibits. The ideal candidate is a collaborative team worker who takes initiative and can work independently.

### Employment Status

Union - CUPE Local 402 – Regular Part-Time.

### Responsibilities

This position is responsible for assisting in the organization, administration and development of exhibitions that promote the diverse stories of Surrey's residents from local to global perspectives. A prime duty is the research and writing for temporary exhibits and improving permanent displays in the Museum and throughout the City of Surrey. This includes liaising with exhibition and community partners, undertaking research, text and label writing, loan agreements, organizing and installing objects and graphics, assisting with the fabrication, installation, and de-installation of exhibitions, and performing standard exhibit reports. Work can also include providing information for media releases, connecting with Museum stakeholders, lectures and presentations, tours, and budget assistance.

As the Assistant Curator, you:

- Are familiar with Museum Standards, Practice and Procedures in interpretation, exhibit development, and community engagement in an object based, interpretive context.
- Have a strong understanding of what makes Museums relevant in the contemporary world, Indigenous engagement and protocols, and community development and participation.
- Have experience working with various cultural and community groups.
- Have demonstrated abilities to multi-task, track details and meet deadlines.
- Will be available to work 35 hours per week.

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## Qualifications

Successful candidates will have:

- Completed a diploma in a relevant discipline (such as History, Human Geography, Anthropology, Museum Studies).
- Minimum of 2 years' experience working with collections and exhibition research and production.
- An equivalent combination of education and experience may be considered.
- Effective written and oral communication skills.
- The ability to work in both indoor and outdoor situations.
- The ability to work in situations that require the use of ladders, basic shop tools.
- The ability to lift up to 15 kilograms.

## Other Information

Pay Grade: Schedule D

Pay Steps	Hourly Rate (2024 Rates)
Year 1	\$35.24
Year 2	\$36.19
Year 3	\$37.15

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

Successful applicants must provide proof of qualifications.

## Apply

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6423

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