



BUILD A CITY. BUILD A FUTURE.



Curatorial Assistant (Community Services Assistant 3)

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.

Recognized as a Top Employer year after year and distinguished as the only municipality to be named among Canada's Most Admired Corporate Cultures, the City of Surrey is constantly looking for talented professionals and innovators who are ready to help us build a world-class city.

SCOPE

Museum of Surrey is a dynamic museum that is focussed on providing programs, exhibits and activities for a diverse community. Reporting to the Curator of Exhibits, the Curatorial Assistant will research, write and contribute to the development of a virtual exhibition entitled "Being Punjabi in Surrey." In addition, the successful candidate will actively participate in community engagement opportunities such as workshops and feedback sessions related to the project.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Temporary Grant – **June 2025 to October 2025**

RESPONSIBILITIES

- Conduct primary and secondary research for online exhibition content.
- Identify archival video and photography materials.
- Assist with production of video content.
- Participate in the development of online interactives.
- Participate in community engagement workshops.
- Write content that is accessible and relevant to Punjabi youth and educators.
- Perform other job-related duties as required.

QUALIFICATIONS

- Experience in research and writing content for educational or exhibition purposes is considered an asset.
- Courses in Education, Museum Studies, History, Anthropology, or Archaeology are an asset.
- Experience working with the Punjabi community and/or ability to speak Punjabi would be considered an asset.
- Emergency First Aid Certificate and CPR Certificate, Occupational First Aid Level One Certificate OR acceptable equivalent.
- This position is contingent on Federal Government Grant funding.
- Successful candidates **must meet the criteria set forth by the Young Canada Works (Building Careers in Heritage) grant program below.**
- The successful candidate will be required to complete a Police Information Check including a Vulnerable Sector Check before a job offer can occur.

Young Canada Works Grant Requirements:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible).
- Are legally entitled to work in Canada (have a valid social insurance number).
- Are between 16 and 30 years of age inclusively at the start of employment.
- Are a college or university graduate (certificate, bachelor's, master's or doctorate).
- Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.

OTHER INFORMATION

Hourly Rate: \$26.29 (2024 rate)

Year 1	\$26.29/hour
Year 2	\$26.97/hour
Year 3	\$27.64/hour

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 6440