



# BUILD A CITY. BUILD A FUTURE.

## Community Services Assistant 3 - Surrey Art Gallery Archive Assistant

*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

The City of Surrey is seeking a knowledgeable, enthusiastic, and collaborative Gallery Archives Assistant with the drive and aptitude to research, assess, and develop preservation practices and policies. With demonstrated experience in art and cultural institutions including education and engagement programs. The Gallery Archives Assistant will support the Gallery's collections programming and curatorial projects.

This is an excellent opportunity for a current student or recent graduate pursuing a career in collections management and archival practices.

### STATUS

Union - CUPE Local 402 – Temporary (Grant)

### RESPONSIBILITIES

- Researching best practices regarding collections policies and practices
- Developing guidelines for collections management and archival preservation
- Designing resources to support conservation of historical records
- Digitizing an audiovisual collection for public access in databases and website
- Supporting Gallery programming

The successful candidate will be a motivated, methodical, articulate self-starter with excellent organizational and communication skills, a passion for art education and contemporary art, and able to work independently and as part of a core team at one of Canada's most vibrant visual arts institutions. They will have strong skills in writing and research and will be computer-literate and proficient with Microsoft Office - Word, Excel, and Outlook. The Surrey Art Gallery offices are accessible facilities. The City of Surrey is an equal opportunity employer and encourages applications from all qualified candidates.

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## QUALIFICATIONS

- Completion of Grade 12 and some post-secondary education from a recognized institution in a relevant area of study such as: archival preservation, collections management, library and information technology, museum studies, visual arts, or art history supplemented by some experience in cultural institutions, or an equivalent acceptable combination of training and experience.
- Emergency First Aid Certificate and CPR Certificate or acceptable equivalent.
- Good digital literacy and skills working in a MS Windows environment including Word, Excel, Outlook, and the ability to edit and maintain a database.
- Some knowledge of archival preservation and digitization practices.
- Strong planning and organizational skills, excellent attention to detail, and an aptitude for the use of organizational systems.
- Work experience in an art gallery would be considered an asset.
- A knowledge of contemporary art would be considered an asset.

**This position is funded in part through the Young Canada Works in Heritage Organizations program, and all applicants must be registered in the YCW candidate pool and meet the current YCWHO eligibility criteria.**

A student may be eligible for employment if they are:

- 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);
- Legally entitled to work in Canada (have a valid social insurance number);
- Between 16 and 30 years of age inclusively at the start of employment; and
- A high school, college, CEGEP or university student.

### Note:

Surrey Art Gallery is an equal opportunity employer and encourages applications from all qualified candidates. Candidates must have the ability to successfully pass a Police Information Check/Vulnerable Sector Check are required.

Hours are typically Monday to Thursday 28 hours/week, Monday – Thursday. The internship will last for 16 weeks from May 12, 2025 to August 22, 2025.

## OTHER INFORMATION

- Hourly Rate: \$26.29

This Posting Closes on April 17, 2025.

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