
Young Canada Works (YCW) Museum Assistant – Curatorial (Recreation Worker 1)

DEPARTMENT:	Community Services – Anvil Museum & Heritage Services	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE
HOURS OF WORK:	35 hrs/week, Sunday to Thursday	SALARY:	\$22.12 - \$23.91 per hour plus 12% in lieu of benefits (2024 rates)

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 85,000 residents. New Westminister is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The New Westminister Museum and Archives has a **16 week summer employment opportunity which will run from May 4, 2026 to August 20, 2026, Sundays to Thursdays**; however, a flexible week may be necessary in order to meet community programming and engagement needs. The New Westminister 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 grant funding** through 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 Westminister 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 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.
- You are skilled at building and maintaining community relationships, and sharing our values in working with diverse communities to research and tell inclusive stories.
- You have the ability to work co-operatively, as part of a team.
- You 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 Sunday through Thursday.
- Ability to work flexibly as operationally required, including weekdays, weekends, evenings, and statutory holidays as may be required.
- Ability to successfully pass and maintain a clear Police Information Check – Vulnerable Sector.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by **March 16 2026**.

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 Westminister is on the unceded and unsundered land of the Halq'eméylem-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.