

Job Posting - Township of Langley

Job Title:	Museum Assistant (up to 4)
Competition Number:	26-U039
Employment Type:	Temporary Full Time (from approximately April 7, 2026 to February 5, 2027)
Pay Rate:	\$25.22 - \$29.48 per hour (2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week; Monday to Friday, 9:00am – 5:00pm with possible non-standard hours/days
Competition Opening Date:	March 5, 2026
Competition Internal Closing Date:	March 13, 2026
Competition External Closing Date:	March 13, 2026

Job Overview

The Township of Langley is currently recruiting for up to four temporary full-time Museum Assistants (from approximately April 7, 2026 to February 5, 2027) to assist with the Township of Langley's museum collection move. Tasks will be focused on assisting the Curatorial team in moving the museum collection and preparing for the creation of exhibitions and displays at salishan Place by the River.

Responsibilities

- Assist with moving the museum collection into salishan Place by the River
- Prepare and install labels and explanatory notes and complete condition reports on unpacked museum objects
- Maintain and process collection records in the museum's collections database
- Assist with day-to-day museum operations including opening/closing exhibits and greeting visitors
- Perform related work as required

Qualifications

- Completion of Grade 12, preferably supplemented by courses related to museum operations and some related experience, or an equivalent combination of training and experience
- Sound knowledge of museum policies, procedures, and practices that ensure the care, documentation, preservation, and accessibility of cultural and historical objects
- Ability to maintain collection records
- Ability to maintain effective communication with internal/external contacts and the public
- Previous experience in a museum environment is considered an asset.

This position is defined by the Township of Langley as a Position of Trust (Child Safety). The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- Valid BC Class 5 Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.