



BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 3 – CURATORIAL 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 looking for an enthusiastic, collaborative, and creative Curatorial Assistant with the experience and drive to work amidst a dynamic civic artifact collection and community. This temporary placement is funded through the Young Canada Works at Building Careers in Heritage program and is an excellent opportunity for a post-secondary graduate looking to gain experience in the heritage field. Reporting to the Curator of Community Heritage, the Curatorial Assistant is a key member of the team that administers the City's Artifact Collections and Heritage Interpretation Program. This position will have multiple work locations including the Historic Stewart Farm and Museum of Surrey.

The City's Artifact Collections consist of over 20,000 objects, housed and exhibited at Museum of Surrey, Historic Stewart Farm, and other civic venues. The Collections play a central role in the presentation, interpretation, and understanding of the City's past, present, and future. The Heritage Interpretation Program includes interpretive signage, online resources, and community outreach across Surrey.

Employment Status

Union - CUPE Local 402 - Temporary (Grant)

July 20, 2026 to December 11, 2026

Responsibilities

- Inventory, care, and handling of artifacts.
- Conducts primary and secondary source research.
- Writes interpretive content for internal and public use.
- Supports Heritage programs.
- Analyzes and reports on collections and environmental monitoring conditions.

Qualifications

- Graduated from a recognized post-secondary institution.
- Work experience in a cultural heritage facility, with training and experience in artifact handling and documentation.
- Strong communication, planning and organizational skills.
- Current Emergency First Aid, CPR-C & AED certification.
- Valid BC Driver's license with a safe driving history.

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- Experience in delivering programs is an asset.
- **This position requires registration on the YCW website [here](#), applicants will be screened according to YCW Building Careers in Heritage criteria.**

Other Information

- Pay Grade: Schedule D
- Hourly Rate: \$28.16

This position requires completion of a Police Information Check with 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 7180.

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