



BARKERVILLE

— HISTORIC TOWN & PARK —

Governed by: Barkerville Heritage Trust
14301 Highway 26 East
Box 19, Barkerville, BC V0K 1B0 (www.barkerville.ca)

Job Posting: Curatorial Assistant: Database Project Assistant

2019 10 15 - Version 1.0

JOB SUMMARY

Classification: Special Employment Programs – Preservation/Presentation 1

Job title: Curatorial Assistant – Database Project Assistant

Position: October 31, 2019 to March 1, 2020 (17 weeks)

Closing Date: October 22, 2019 or until the position is filled

Internal/External Posting

Status:

- BC Government Employees Union (BCGEU)
- Salary Grade: \$21.75 plus benefits as dispersed according to the Collective Agreement between the BCGEU and the Barkerville Heritage Trust

Orientation and Supervision: (how the position fits into the company structure)

- Position reports to the Curator;
- Position receives training, guidance, and general direction from Curatorial Assistant(s);
- Position works within the Preservation & Presentation department, under the leadership of the department Manager;
- Performs all operational duties based upon industry standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* and the *BC Heritage Conservation Act* to ensure the continued conservation of collections;
- Works as a team member with all Barkerville Heritage Trust site staff and contractors;
- Performs all duties with a heritage conservation focus to ensure the continued protection and conservation of Barkerville Heritage Town.

Main tasks or responsibilities (core duties of the position, including but not limited to):

- To clean and edit the data of the approximately 63,000 three dimensional artifacts in the Province of B.C.'s collection at Barkerville for migration into Provincial Heritage Artifacts Database.
- Assists, as required, in special events;
- Seeks out advice on proper treatment of artifacts and reviews written documentation available in the Library/Archives and/or senior Curatorial staff prior to proceeding with work;
- Works in a healthy and safe manner and follow all BHT health and safety guidelines;
- Performs flexible and varying duties depending on the shifting needs of the organization;

The Position requires that the following laws, regulations, policies and procedures be adhered to:

- The Workers Compensation Board regulations;
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program;
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Barkerville's Personal Presentation Standards;
- Performs all operational duties based up on industry standards and guided by the occupation health and safety regulations;

Skill and Abilities (qualifications needed to perform the job):

- Intermediate or better Microsoft Excel skills;
- Intermediate proof reading and copy-editing skills;
- Excellent data entry skills;
- Experience working with database systems;
- Basic understanding of museum principles;
- Ability to work under own initiative with minimal supervision or as a member of a team;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions;

Working conditions: (physical environment of the job, including on and off site):

- Primarily working indoors, sharing workspace with other workers;
- Seven-hour shifts, five days a week, for a total of 35 hours per week;
- Dress code as defined in Barkerville's Personal Presentation Standards.

For more information or to apply, contact Mandy Kilsby, Curator, Barkerville Historic Town and Park at mandy.kilsby@barkerville.ca or 1.888.994.3332 extn35. Position subject to conditions and funding approval from the funding agency.