



# **BARKERVILLE**

— HISTORIC TOWN & PARK —

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

## **Job Posting: Curatorial Assistant (Youth Employment Program)**

### **JOB DESCRIPTION & SUMMARY**

**Job title: Curatorial Assistant**

**Classification: Youth Employment Program**

**Position: Temporary, Full-time**

**Duration: Up to 16 weeks, approx. dates May 12 – September 13, 2025**

**Posting: External**

**Closing Date: Friday, April 11, 2025, or until filled.**

**Salary: \$22.11 plus privileges as dispersed according to the Collective Agreement between the BCGEU and Barkerville Heritage Trust.**

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the centre of the Cariboo Gold Rush whose repercussions through history can still be felt today. The site is owned by the Province of British Columbia and managed on their behalf by the Barkerville Heritage Trust, a non-profit society and registered charity.

#### **Status:**

- BC Government Employees Union (BCGEU)

#### **Orientation and Supervision: (How the position fits into the company structure):**

- Position reports to the Curator
- Works as a team member with all Barkerville Heritage Trust site staff and contractors involved with heritage site operational activities.
- Performs all operational duties based upon museum/heritage standards and guided by the *Standards and Guidelines for the Conservation of Historic Places in Canada* to ensure the continued protection and conservation of Barkerville Historic Town.

#### **The position requires that the following laws, regulations, policies and procedures be adhered to:**

- Standards and Guidelines for the Conservation of Historic Places Canada.
- Barkerville Historic Landscapes Conservation Plan.
- British Columbia's Heritage Conservation Act.
- 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.

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

- Assist in protecting cultural heritage resources through preventative conservation efforts.
- Clean and maintain exhibits, artifact storage areas, and viewing windows using approved museum techniques.
- Regularly inspect exhibits for cleanliness, safety, and proper artifact placement.
- Maintain cleanliness of exterior areas, including boardwalks and surrounding grounds.
- Conduct routine inspections of exhibits and storage areas to ensure artifacts are well-maintained and properly stored or exhibited.
- Write clear, professional emails, notes, and reports as needed.
- Keep work areas tidy and organized.
- Support the upkeep of heritage landscape features.
- Assist with setup and takedown for special events and exhibit changes.
- Provide friendly, helpful interactions with visitors, answering questions and sharing site information.
- Recognize and report safety hazards or visitor needs.
- Follow health and safety protocols, including knowing the location of first-aid kits and using safety gear when necessary.
- Assist with minor repairs or touch-ups to exhibits and artifacts under supervision.
- Support photographic documentation of artifacts, exhibits, and spaces for records and planning.
- Track and report missing or damaged items.
- Assist with opening and closing exhibits at the beginning and end of the season.
- Ensure preventative conservation practices are followed for artifacts, including proper handling and storage.
- Assist with moving large artifacts and furniture safely within the site.
- Help organize and gather historic information for the library and archives.
- Support preparation and maintenance of signage and interpretive panels for exhibits.
- Monitor building conditions and report needed repairs or maintenance.
- Monitor exhibit spaces for security issues or vandalism and ensure artifact safety.
- Follow security protocols for handling sensitive or high-value artifacts.
- Assist in maintaining an organized inventory of exhibit supplies, tools, and materials.
- Help update and maintain exhibit inventory and collection records.
- Participate in special curatorial projects, such as new or temporary exhibits.
- Follow safety guidelines when handling delicate or hazardous materials.
- Check email and task management system daily, complete assigned tasks and training, complete shift reports.
- Perform flexible duties as needed based on the team's changing needs.

**Qualification, Skills, and Abilities (requirements needed to perform the job):**

- This is a grant funded position. Candidates must meet the [Young Canada Works](#) or [Canada Summer Jobs](#) eligibility criteria in order to qualify.
- Grade 12 education or equivalent.
- Proven commitment to heritage conservation and museum practices.
- Previous museum or heritage site experience is an asset.
- Strong attention to detail with the ability to handle artifacts professionally and with care.
- Excellent communication and interpersonal skills, with the ability to engage effectively with the public and colleagues.
- Ability to work independently with minimal supervision or as part of a team.
- Reliable, punctual, organized, and self-motivated, with a strong sense of initiative.
- Physical stamina to stand, walk, and move around exhibit spaces for extended periods, including carrying equipment and lifting light to medium-weight objects.
- Comfort working in various environmental conditions, including outdoor spaces and all weather.
- Ability to safely use hand tools (e.g., vacuum cleaners, dusters, brooms) and follow safety protocols.
- Proficiency with essential workplace technology, including phones, printers, email, and specialized software.
- Valid BC driver's license.
- WHMIS certification required (training provided).
- Ability to lift 25 to 50 lbs.
- Ability to address visitor questions and concerns in a positive, professional manner.
- Occupational First Aid certification is an asset but not required.

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

- Work is primarily outdoors in all weather conditions, over difficult terrain and uneven ground.
- Requires physical endurance. May require traversing the length of the site multiple times in the course of your duties.
- Work will require lifting and carrying, climbing ladders, and walking throughout the site.
- Wearing appropriate footwear is required.
- Mental alertness is essential, especially when operating machinery or working in hazardous conditions. Successful candidates must be available to work for the duration of the season.
- Seven-hour shifts, five days a week, for a total of 35 hours per week.

**For more information or to send a resume please contact Krista Bolton, Human Resources Manager, Barkerville Historic Town and Park via email at [krista.bolton@barkerville.ca](mailto:krista.bolton@barkerville.ca).**

Staff housing options available upon request.