



# 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

### JOB DESCRIPTION & SUMMARY:

**Job title: Curatorial Assistant**

**Classification: Curatorial 1**

**Position; Temporary, Full-time**

**Duration: June 18 – August 15, 2025**

**Posting: Internal/External**

**Closing Date: Monday, May 12, 2025, or until it is filled.**

**Salary: \$26.71 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 General Employees Union (BCGEU)

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

- Position reports to the Curator.
- Position works in conjunction with Curatorial Assistant(s).
- Works as a team member with all Barkerville Heritage Trust site staff, licensees and contractors.
- Performs all operational duties based upon museum/heritage 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.
- Performs all duties with a heritage conservation focus to ensure the continued protection and conservation of Barkerville Heritage Town and its collections.

### 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):**

- Perform front-line conservation tasks, including cleaning exhibits, storage areas, display windows, and artifacts, adhering to approved conservation techniques.
- Assist in the restoration, preservation, and stabilization of artifacts and heritage building components using approved conservation methods.
- Ensure proper storage, handling, and preservation of all objects, with particular attention to risks posed by light, heat, humidity, and environmental conditions.
- Ensure the safe handling, transport, and display of artifacts, including seasonal set up and closure of exhibit spaces throughout the Sites.
- Monitor environmental conditions such as light, heat, and humidity in storage and exhibit areas, and provide recommendations for improvements.
- Monitor the storage and organization of collections, ensuring that spaces are clean, organized, and properly utilized.
- Ensure the proper handling and storage of artifacts, following curatorial procedures and conservation protocols.
- Catalog, classify, and assign registration numbers to artifacts, photographs, books, and archival materials, maintaining accurate records of provenance, condition, and movement within the museum.
- Perform minor repairs to exhibits, displays, and historical buildings when necessary.
- Monitor and report any damage, theft, or vandalism, ensuring that appropriate actions are taken to rectify issues promptly.
- Assist in training and provide guidance to less experienced curatorial staff, including students and youth employment project employees.
- Continue training on collections management procedures, conservation practices, and museum techniques.
- Collaborate with teams in heritage landscaping, groundskeeping, and trails maintenance, ensuring the protection and preservation of historic sites, archaeological resources, and crucial features.
- Assist with the acquisition, documentation, accessioning, deaccessioning, and disposal of collections in accordance with Barkerville's Collections Management Policy
- Conduct research on artifacts, historical sites, and collections to support programming, exhibits, and scholarly purposes.
- Maintain inventories of conservation materials and supplies.
- Assist in the planning, preparation, and installation of new exhibits and displays, ensuring historical accuracy and conservation standards are met to the best of the BHT's ability within the limitations of the site.
- Prepare artifacts and interpretive materials for storage and display, ensuring compliance with conservation protocols.
- Provide support for the development and installation of temporary and permanent exhibitions, coordinating with curatorial staff and other departments.
- Assist in the design and construction of display spaces, shelving, and storage solutions for artifacts.
- Maintain and update records of artifacts, including condition reports, accession numbers, and movement within the collection.

- Support the research and writing of grant applications for curatorial projects and conservation efforts.
- Collaborate with other departments to ensure that heritage values are upheld in public programs and visitor interactions.
- Respond to visitor inquiries, providing expert knowledge about the museum's collections and history, as well as general historical context related to the Sites.
- Assist in emergency preparedness and response, including the protection and safety of collections, staff, and visitors during emergencies.
- Assist in opening and closing the museum seasonally, preparing sensitive artifacts for display or storage, and ensuring the safety and security of all heritage resources.
- Participate in cross-departmental project planning, offering insights into maintaining heritage values and historic authenticity in construction, renovation, landscaping, and conservation work.
- Provide input on the maintenance and development of policies and procedures related to collections management and conservation practices.
- Perform flexible duties as needed, responding to the shifting needs of the organization, including participating in special events.

**Qualifications, Skill and Abilities (Requirements needed to perform the job):**

- Bachelor's degree in Heritage or Museum Studies, History, Fine Arts, Archives, or a related field, or equivalent combination of education and relevant experience.
- At least 1 year of experience in collections management, museum work, or a related field.
- General knowledge of BC history, including First Nations, colonial, and gold mining history.
- Knowledge or desire to learn heritage conservation principles, practices, and standards, including built heritage, landscapes, industrial artifacts, and archival materials.
- Familiarity with the Standards and Guidelines for Conservation of Historic Places in Canada and museum ethical practices as outlined by the International Council of Museums (ICOM) Code of Ethics.
- Proficient in handling, care, and preservation of artifacts in accordance with standard museum techniques.
- Ability to safely use basic hand and power tools, landscaping equipment, and other tools necessary for site maintenance.
- Basic understanding of digital scanning equipment, and photo editing software
- Knowledge of archival theory, information management, and classification systems.
- Ability to prioritize tasks, manage multiple projects, and meet deadlines with high attention to detail.
- Capacity to assess task urgency and adapt to changing priorities, balancing assigned duties with visitor engagement.
- Strong verbal and written communication skills, with the ability to provide clear and effective insights and instructions.
- Proven experience in interacting with the public, providing exceptional customer service, and assisting with exhibits, research, and programming.
- Experience with interpretive program development and delivery, fostering public engagement with heritage content.
- Knowledge of records management practices, intellectual property, copyright law, and museum ethics.
- Experience in grant writing and reporting is an asset.

- Willingness to stay informed of industry trends in heritage conservation and tourism, adapting practices as needed.
- Ability to work independently and as part of a team, with strong interpersonal skills to collaborate across departments.
- Valid BC Driver's License required.
- Ability to lift 25 to 50 lbs.
- Possession and Acquisition License (PAL) is an asset
- First aid certification is an asset.

**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).**