



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 (Heritage Site Research & Documentation)

JOB DESCRIPTION & SUMMARY

Job title: Curatorial Assistant (Heritage Site Research & Documentation)

Classification: Youth Program/Internship

Duration: Temporary Full-Time (35 hours per week, 4-6 months)

Posting: Internal/External

Closing Date: May 12th 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 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):

- Assist in creating detailed and updated records for all historic buildings and site features to support the development of Statements of Significance.
- Review and existing physical and digital records for buildings
- Establish project workflows, organize resources, and develop a standardized framework for data management.
- Digitize building-related information, including research, condition reports, and historical documents, and organize them into a standardized digital file system.
- Standardize both physical and digital records, ensuring uniform naming conventions, elimination of duplicate records, and accurate metadata tagging for easy future reference.
- Clean up and organize both paper-based and digital records, establishing a clear, structured filing system to improve efficiency, ensuring they can be easily accessed.
- Record GPS coordinates for all buildings and site features, integrating this data into a comprehensive site map and digital mapping tools (e.g., GIS system).
- Assign identification numbers to buildings and non-building historic structures that are not currently documented in the system.
- Identify and map historic non-building features (e.g., bridges, pathways, landscape elements), ensuring all important character defining features are included in the site map.
- Compile key building data (history, architectural features, condition, maintenance history) into concise Building Information Sheets for easy distribution, reference, and safety purposes.
- Take interior and exterior photos of buildings that currently lack recent documentation, ensuring thorough visual records of building conditions.
- Organize photos in the digital archive according to building identification numbers for easy retrieval.
- Input digitized records and building data into a centralized digital storage system, organized by building number.
- Ensure accurate metadata tagging for all files to enable efficient future research and updates.
- Streamline data entry, file organization, and updates to enhance long-term accessibility, emergency planning, and preservation efforts.
- Regularly review and clean up digital records to ensure they are accurate, complete, and correctly formatted.
- Compile findings throughout the project and prepare a detailed report summarizing progress, outcomes, and next steps.
- Create recommendations for the long-term maintenance and management of the building records and digital archives.
- Provide support for special events, assisting with set-up and preparation as needed.
- Participate in curatorial projects, including new exhibit development or temporary exhibitions.
- Foster positive interactions with visitors, answering questions and providing helpful information about the site.
- Recognize and address safety hazards, facility needs, or visitor concerns in the environment, reporting them or taking action as necessary.
- Understand and adhere to health and safety protocols, including knowing emergency procedures, wearing appropriate safety gear, and maintaining a safe work environment.
- Keep work areas organized and maintain equipment to ensure efficiency and safety.
- Take on flexible duties as assigned by the team, adapting to the changing needs of the organization and site.

Skills, and Abilities (Qualifications needed to perform the job):

- The ideal candidate will have recently completed a post-secondary program in Heritage Preservation, History, Archaeology, Museum Studies, Cultural Resource Management, Library and Information Science, Digital Humanities, Architecture, or a related field. Preference will be given to candidates with formal education related to historical research, archival studies, or heritage conservation.
- Proven commitment to heritage conservation and museum practices.
- Previous museum or heritage site experience is an asset.
- Strong attention to detail and a keen eye for preservation, with the ability to handle archival materials with care and professionalism.
- 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, and organized, with a strong sense of initiative and self-motivation.
- Physical stamina to stand, walk, and move around the Site for extended periods, including carrying equipment and lifting light to medium-weight objects.
- Comfort working in varying environmental conditions, including outdoor spaces and all weather.
- Comfort with essential workplace technology, including phones, printers, email, and specialized software. Essential skills include a proficiency in a Windows environment, particularly Microsoft Office Suite, as well as experience with basic image editing and organization.
- Basic photo editing and file management skills.
- A background or coursework in Geographic Information Systems (GIS), archival science, or digital archiving is an asset.
- 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):

- Required to work outdoors in varying weather conditions
- Work will require lifting and carrying
- Wearing appropriate personal protective equipment as required
- May require working in a uniform, as provided by the Trust
- Walking on uneven surfaces, climbing stairs and ladders, bending and lifting
- Ability to work independently and collaboratively in a team environment.
- Successful candidates must be available to work for the duration of the project

For more information, please contact Krista Bolton, Human Resources Manager, Barkerville Historic Town and Park via email at krista.bolton@barkerville.ca.

**** Candidates will be required to apply through the YCW portal, demonstrating their eligibility for the program. ****