

# Volunteer Job Description

## Curatorial Assistant

Curatorial Assistants work in the Museum on a range of collections management, cataloguing, research and preservation related duties. Assistants work on preventative conservation of the collection such as storing and numbering artifacts/objects. Volunteers assist to research the function, use, manufacture and history of artifacts for cataloguing. They also assist with research, preparation and installation of temporary, extension and permanent exhibitions.

### Activities

- Assist with artifact/object research.
- Assist to house artifacts/objects in appropriate acid-free storage packaging or boxes and label as required.
- Assist to enter artifact catalogue information on the computer database.
- Assist with cleaning and basic preventative conservation of collections.
- Undertake exhibition research.
- Assist with museum displays
- Conduct oral interviews with city residents

### Work Site

New Westminster Museum & Archives featuring Historic Irving House  
302 Royal Avenue,  
New Westminster, B.C.,  
V3L 1H7

### Time Commitment

Two hours per week, flexible hours and days.  
Wednesday – Sunday

### Qualifications

- Good oral and written communication skills.
- Attention to detail and accuracy.
- Neat handwriting and printing.
- Ability to take direction and follow instructions.
- Ability to work independently.
- Knowledge of local history, or interest in learning.

### Benefits

Assisting to preserve and make accessible the City's collection of material cultural artifacts/objects, for the enjoyment and education of present and future generations. Make new friends and develop new skills.

### Staff Contact

Shelly Schnee, Volunteer Coordinator, New Westminster Parks and Recreation  
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Rob McCullough, Assistant Curator New Westminster Museum and Archives  
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