



## Job Opening

Curatorial Assistant

The Jewish Museum and Archives of BC is hiring two Curatorial Assistants to aid in the development of exhibits documenting BC Jewish community history.

The Jewish Museum and Archives of BC is dedicated to the collecting and sharing of community memories of Jewish life in British Columbia. Through innovative exhibits and programming, the JMABC builds bridges with the diverse communities of BC and heightens awareness of the rich 150 year history of Jews in BC.

The Young Canada Works Curatorial Assistants will research and write exhibit content, carrying out oral history interviews with community members and drawing upon the wealth of resources housed in the BC Jewish Community Archives.

One exhibit will document the experiences of South African members of the BC Jewish community, their decisions to leave South Africa and their efforts to start a new life in Canada. The other exhibit will commemorate contributions made by members of the BC Jewish community to the Canadian Military since 1900. The Curatorial Assistants will be mentored in this work by the JMABC Director of Community Engagement.

In addition, the Curatorial Assistants will aid in the delivery of public programming offered by the Jewish Museum and Archives of BC, including walking tours and community engagement events.

This project will provide students and recent graduates with a bridge between their academic and professional careers. The scope of work will be an invigorating and rewarding experience for the Young Canada Works Curatorial Assistant. The variety of work involved in this project will prepare the successful candidate for a career in the heritage and/or not-for-profit sectors, and help them gain the actionable skills and confidence that employers look for in applicants.

Some of the marketable skills the successful candidate will acquire and/or augment through their contract include:

- Exhibit Development
- Project Management
- Time Management
- Communications
- Research
- Oral History Interviewing Skills
- Public Programming Coordination
- Event Promotion
- Public Speaking
- Graphic Design



## Candidate Profile

The ideal candidate for the YCW Curatorial Assistant will have:

- Interest in pursuing a career in the arts, heritage and/or not for profit industry as demonstrated through previous volunteer or work experience and/or an academic background in a related field such as education, history, museum studies, anthropology, or Jewish studies;
- Excellent communication skills in both written and verbal English;
- Excellent research skills;
- A positive, upbeat attitude and strong work ethic;
- Demonstrated ability to work productively independently, remotely, and as part of a team;
- Attention to detail;
- Experience working with the public, including children and seniors;
- Familiarity with the Adobe Creative Suite and Wordpress are not essential but will be considered assets.

In addition, all candidates must meet the following eligibility qualifications set out by the Young Canada Works program:

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- Be legally entitled to work in Canada;
- Be between 16 and 30 years of age at the start of the project;
- Meet the specific eligibility criteria of the program to which they apply;
- Be registered in the YCW online candidate inventory;
- Be willing to commit to the full duration of the work assignment;
- Not have another full-time job (over 30 hours per week) while employed with YCW;
- Have been a full-time student in the semester preceding the YCW job;
- Have intent to return to full-time studies in the semester following the YCW job.

## How to Apply

Please submit a cover letter, CV, and writing sample to [mschwartz@jewishmuseum.ca](mailto:mschwartz@jewishmuseum.ca), with the subject line: Curatorial Assistant 2019 - Your Name

Deadline: Monday, May 13, 9am PST.

Thank you to all applicants.

Leading candidates will be contacted for an interview.