



Job Posting

Position: Curatorial Assistant

30 hrs / week

May 24 - August 18, 2022

\$18 / hr.

The Jewish Museum and Archives of BC seeks a highly capable researcher to serve as Curatorial Assistant for summer 2022. In this role, they will support the development and delivery of JMABC exhibits and public programs. This is a valuable learning opportunity for a student or recent graduate.

About the JMABC

The Jewish Museum and Archives of BC (JMABC) 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 160+ year history of Jews in BC.

Job Description

The Curatorial Assistant will support the delivery of JMABC public programming and exhibits. They will be responsible for completing background research, leading walking tours, completing oral history interviews, and securing donations of archival materials. Further, they will support logistical aspects of public programs, including securing quotes for catering, rentals, and other necessary aspects of programs.

This position will provide the successful candidate with valuable work experience in an esteemed cultural institution. Tasks will range widely, enabling the Curatorial Assistant to learn a diverse range of skills. Throughout, they will receive mentorship from the JMABC Director of Community Engagement and other members of the JMABC team.

Tasks will include:

- Gaining basic familiarity with the 160+ year history of Jewish life in BC through a review of pertinent literature;
- Attending a variety of walking tours offered by the JMABC and other local history groups, making note of approaches and elements that contribute to the success of a tour;
- Complete background research;
- Schedule and conduct oral history interviews after being trained on JMABC equipment, policy and procedures;
- Acquire archival material from interviewees, complete loan and acquisition agreements;
- Write entries for JMABC website and newsletter, documenting walking tour development process and inviting community participation;

- Prepare final report for JMABC records and for Young Canada Works.
- In addition to project-specific tasks, the YCW Curatorial Assistant will participate in other JMABC public programming responsibilities to support a wider programming experience for the YCW Curatorial Assistant.

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;

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.

To apply, please submit a cover letter, resume, and writing sample to Michael Schwartz at mschwartz@jewishmuseum.ca by Thursday, May 12, 2022.

The JMABC is an equal opportunity employer. We encourage all qualified applicants to apply. Leading candidates will be contacted for an interview.