



Central BC Railway & Forestry Museum

Job Title: Curatorial Assistant

Location: Central BC Railway & Forestry Museum – 850 River Road

Terms: Temporary full-time position*. Between May – August
*dependent on funding

Salary/Rate: \$16.50 hour at 37.5 hours a week.

Requirements: A regular work week will include weekends

About Us:

Located at the confluence of the Nechako and Fraser Rivers, on the traditional territory of the Lheidli T'enneh, the Central BC Railway and Forestry Museum strives to preserve and highlight the interrelated nature of the Railway and Forestry industries, as well as their impact on our local landscape and people.

Our 8-acre tract at 850 River Road is ideally located just north of the CNR yards, quite close to downtown, and adjacent to Cottonwood Island Nature Park.

About the Role:

The successful candidate(s) would work under the supervision of the Curator. They would assist in the seasonal maintenance of artifacts and the exterior restoration of the Penny Station.

Responsibilities:

- yearly spring cleaning of the interior of the rolling stock and heritage buildings
- Artifact and programming item reorganization
- Data entry and organization
- reporting and providing feedback on the artifact restoration process
- Support Curator with collections management and handling/care of artifacts
- Assist with minirail operations when needed



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Candidate Requirements:

- Current full-time student who is returning to school in the fall
- Canadian citizen, Permanent resident or have refugee status
- Able to work full contract term
- Interest in local history/heritage/museum studies
- Fluent in English
- Ability to work outside in all conditions
- Proficient in Microsoft Office (Word/Excel/Access/Publisher)
- Criminal Record Check
- Ability to lift, move and carry 20 kg.
- Ability to function effectively in ever-changing environment and deal with frequent interruptions
- Ability to work independently and as part of a team

The Central BC Railway and Forestry Museum is an equal opportunity employer. Please reach out if you have any concerns or special considerations.

Please send applications to:

Central BC Railway & Forestry Museum
Attn: Maria Martins
850 River Road
Prince George, BC
V2L 5S8
admin@pgrfm.bc.ca

Instructions for Applying Via Email:

Resume and Cover Letter need to be sent as an email attachment. Documents can be combined into one file or sent as separate items in .doc or .pdf format. Please indicate the position title (Curatorial Assistant) and applicant name in the Subject Line of the email.