



CHINESE
CANADIAN
MUSEUM
華裔博物館

51 East Pender Street
Vancouver, BC V6A 1S9
Tel: 604.262.0990

Museum Assistants (multiple positions available) - Job Posting

Chinese Canadian Museum (CCM) is seeking enthusiastic auxiliary or part-time staff for the positions of **Museum Assistant**. The Museum Assistants support the interpretive learning and exhibition activities of CCM to contribute to a pleasant visitor experience.

About Chinese Canadian Museum:

The Chinese Canadian Museum Society of British Columbia was founded in March 2020 as an independent, non-profit society to establish and operate a public museum in British Columbia honouring Chinese Canadian history, contributions, and living heritage. The first museum of its kind in Canada, the Chinese Canadian Museum will exhibit arts, heritage, and cultural exhibitions that celebrate the inclusion and collaboration among Chinese Canadians, Indigenous peoples, and other communities across generations, throughout British Columbia, Canada, and the world. Guided by its mission statement “Connecting to the Chinese Canadian story – addressing inclusion for all,” the Chinese Canadian Museum aspires to provide an invigorating and transformative experience for present and future generations through its exhibitions and programming throughout B.C. and Canada.

Responsibilities:

- Lead guided tours of the museum and exhibition sites in English, Cantonese, and/or Mandarin.
- Welcome visitors to the exhibition and track admissions.
- Provide on-site Visitor Services coverage.
- Support administration and oversight of volunteers.
- Maintain friendly, professional, and consistent communication with visitors, staff, and volunteers.
- Maintain clean and organized exhibition and workspace.
- Provides ad hoc interpretation in the exhibition spaces and museum lobby.
- Answer visitor inquiries about exhibitions on view, the Chinese Canadian Museum, Chinatown, and Chinese Canadian history/experiences.
- Ensure following of gallery rules by the public and maintain clean and organized exhibitions and gallery spaces.
- Help implement special events and programming activities as they arise.
- Facilitate ticket and giftshop item sales.
- Support researching, developing and facilitating public and education programming as needed.
- Assist in writing and editing resources and materials for field trips and programs.
- Assist in training new volunteers and education and engagement guides.
- Assist with other public and educational programming as needed for children, youth, adults and seniors.
- Other duties as assigned.

Qualifications:

- Experience with guest services / customer relations required.

- Interest in arts, culture, and Chinese Canadian history an asset.
- Proficient with utilizing Google and Microsoft software.
- Excellent communication skills, both written and verbal.
- Strong attention to detail and troubleshooting.
- Ability to speak Mandarin / Cantonese a highly prized asset.
- Compensation: \$22/hr; hours will vary weekly based on scheduling needs from 0-35 hours.
- Availability to work starting in mid-May 2024.

How to Apply:

- Please submit a cover letter and resume as one document to Secretariat@chinesecanadianmuseum.ca.
- Please note that only shortlisted candidates will be contacted.