



Museum Assistants – Job Description

The 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 the 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 showcases 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.

Responsibilities include the following:

- 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 support.
- 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 an asset.

Compensation: \$22/hr; hours will vary weekly based on scheduling needs from 0 to 35 hours.

Please submit a cover letter and resume to hr@chinesecanadianmuseum.ca. Please note that only shortlisted candidates will be contacted.