



# HUBLE HOMESTEAD/GISCOME PORTAGE HERITAGE SOCIETY

202 – 1685 3rd Avenue Prince George, BC V2L 3G5  
admin@hublehomestead.ca

(250) 564-7033  
www.hublehomestead.ca

## JOB POSTING

### Curatorial & Operations Assistant

Duration: Temporary full time (37.5 hours per week) from April 3, 2023 to March 29, 2024

Compensation: \$21.00 per hour

#### Organization Description:

Huble Homestead/Giscome Portage Heritage Society operates and maintains the Huble Homestead Historic Site, located on Lheidli T'enneh keyoh 40km north of Prince George. The historic site features the historic Huble house and ten other period and recreated buildings, and offers programming, guided tours, public special events, and lunch and shopping in the General Store to over 7500 visitors between May and October. The Society maintains an in-town office year-round for administration and planning activities.

#### Position Outline:

The Curatorial & Operations Assistant will work closely with the Executive Director to develop their curatorial skills, learn and practice the key functions of Huble Homestead Historic Site, assist in the Society's disaster preparedness process, and maintain and protect the Society's historic artifacts and the buildings under our care. They will also provide guided tours and programming as required, participate in public events and site rentals, and serve as on-site manager one day per week during the historic site's operating season. Ideally the work term will be a supportive training period leading to the intern's transition into permanent full-time position on Huble Homestead's senior leadership team.

The Curatorial & Operations Assistant will:

- maintain the artifact collection of the Society and maintain historic site exhibits
  - accession artifacts as donations are accepted
  - guide staff in proper handling and cleaning of display items
  - monitor recorded temperature and RH logs to make recommendations on artifact storage
  - lead volunteers in the set up and take down of exhibits at the historic site
  - research past exhibits and programming to make recommendations on future exhibits and programming
  - review and update collections and donations policies as required
- conduct historical research and learn basic project management
  - assist with groundwork for planned large-scale digital experience centered on *The Huble Diaries: A Homesteader's Daily Record 1909-1919*
- assist with implementing disaster planning exercises
  - create disaster plan for office storage
  - help create and run tabletop exercises
  - create emergency response lists



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- manage the collections database, with guidance as necessary
  - train on Argus database
  - reconcile unaccounted-for objects in database
- provide guided tours and programming as required
  - become familiar with Huble Homestead and regional history
  - train on heritage demonstrations
  - train on tour information
  - assist with school programming when required
  - assist with garden maintenance
  - review and assist with improvement of interpretive materials and education programs
- participate in executing public events and site rentals
  - assist with execution of 10 public events throughout the season
  - assist with execution of site rentals, such as weddings
- serve as on-site manager one day per week during the historic site's operating season
  - guide heritage interpreters in daily priorities
  - conduct guided tours, cashier duties, and other operational duties as required

## Qualifications:

Huble Homestead is seeking a detail-oriented, motivated team player who has a strong interest in history and objects and their stories and preservation.

- Recent graduate of a post-secondary institution (within two years of position start date), with plans to pursue a career in the heritage field
- Advanced mastery of the English language
- Excellent communication and comprehension skills
- Proficiency with MS Office programs
- Superior organizational skills
- Ability to set and meet deadlines
- Ability to exercise good judgement, critical problem solving, and initiative
- Enthusiasm and creativity
- Knowledge of artifact care and cataloguing or hands-on curatorial experience in a museum, historic site, or related organization an asset
- Knowledge of traditional crafts or local history and geography an asset
- Ability to lift, move, and carry up to 20 kg
- Occupational First Aid Level 1 and Food Safe an asset



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### Requirements:

- A post-secondary degree in a relevant field (eg Museum Studies, History, Anthropology, Education, First Nations Studies, etc)
- Criminal Records Check
- Five-day workweek, which will include weekend, holiday, and evening work between May and October
- All Huble Homestead/Giscome Portage Heritage Society employees are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground of discrimination as defined under the Canadian Human Rights Act

Apply to Krystal Leason, Executive Director, by March 5, 2023 at 11:59 PM

- By email at [admin@hublehomestead.ca](mailto:admin@hublehomestead.ca); cover letter and resume should be in ONE document
- By mail at #202-1685 3<sup>rd</sup> Ave, Prince George, BC V2L 3G5

This position is dependent on grant funding. The successful candidate will be a recent graduate of a post-secondary institution (within two years of position start date), with plans to pursue a career in the heritage field. We encourage women, visible minorities, and Indigenous interns to apply. We thank all candidates for their interest, however, only those selected for an interview will be contacted.