



**PoCo Heritage Museum and Archives**  
**Operated by The Port Coquitlam Heritage and Cultural Society**

**Position: Museum Exhibit Volunteer**

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are seeking creative, energetic volunteers to assist with the creation and setup of our museum exhibitions.

Working under the direction of the Society's Manager and Curator, and the Exhibits and Displays Committee, the Museum Exhibit Volunteer will:

- Contribute to and assist with the creative aspects of exhibit concept design
- Assist with the research and editing of all written exhibit content
- Assist with the exhibit takedown and construction process
- Other exhibit related duties as requested

**Time Commitment:**

- A minimum of 4 hours per week with flexible start times from 10:30 am to 4:30 pm, between Tuesday and Saturday
- Will be required to attend our monthly Exhibits and Displays Committee meeting, currently scheduled for the first Thursday of the month at 1:00 pm
- The position is an ongoing commitment (we ask for a minimum of six months)

**Qualifications:**

- Creative, fun, and imaginative
- Very reliable and punctual
- Strong research skills, and a high level of computer literacy
- Able to work independently and in a collaborative environment
- Excellent English oral and written communication skills, and high attention to detail
- Able to lift and carry boxes and supplies up to 20 lbs, and able to climb ladders and reach overhead



**Benefits:**

- Be part of a social, appreciative environment where you can get immersed in community focused heritage and culture
- An opportunity to share your talents, knowledge, stories, and experiences
- An excellent opportunity for hands on experience and portfolio building
- The opportunity to develop or enhance valuable career focused skills and network building
- The chance to receive career mentorship, including but not limited to ongoing support, feedback, and network building
- Reference letter upon request

Please submit a pdf cover letter and resume to:

Kelly Brown, Manager and Curator

[info@pocoheritage.org](mailto:info@pocoheritage.org)

Subject: Volunteer Position – Museum Exhibit Volunteer