

CHILLIWACK

MUSEUM & ARCHIVES

Job Title: Curator
Reports to: Executive Director
Status: Full-Time; Permanent.
Hours: Generally Monday to Friday, 9:00am to 4:30pm, with some evening and weekend work, as required.

Summary of Position:

Our vision is to connect people with Chilliwack's history. The Curator is responsible for managing the Museum's object collection and the development of exhibits in accordance with museological best practices. The Curator is a highly collaborative professional, working in consort with a dynamic team of colleagues. The Curator serves as an important representative of the Museum & Archives, acting as a liaison with the public on matters pertaining to Chilliwack's history and material culture.

Duties & Responsibilities:

A. Exhibit Development

1. Manage exhibit development including planning, research, interpretation, writing, design, fabrication, liaising with contractors, installation and promotion.
2. Monitor existing and permanent exhibit installations.
3. Collaborate as a lead member of the staff on exhibit opening reception events and provide input for exhibit related programming, in collaboration with the Education and Engagement Coordinator.
4. Maintain quality control of design standards and exhibit communications planning as part of an integrated team environment.

B. Collection Management

1. Manage the Museum's object collection, including the acquisition, documentation, storage, preventative conservation, appraisals, research and recommendation of objects for deaccessioning in accordance with policy and best practice.

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2. Manage collections database software with print and digital records as well as publishing for the web.
3. Develop policies and procedures related to the use of the object collection in conjunction with the Executive Director.
4. Collaborate with the Education and Engagement Coordinator in the development of the Education Collection.

C. Other Duties

1. Train and supervise specialized volunteers or other staff, including managing Summer Students, in Curatorial tasks.
2. Participate in curatorial outreach and facilitate research requests relating to the object collection.
3. Prepare written reports or articles for the Society's publications, or for internal reporting purposes.
4. Other responsibilities as assigned by the Executive Director.

Qualifications, Knowledge, and Skills required for this position include:

- University degree, preferably at the graduate level, in Museum Studies, History, Art History, Anthropology, or another related discipline;
- Up to date knowledge of the theories, principles, practices and values of curatorial practice, and experience with their practical application;
- Experience using computer database systems for managing artifact collections (such as PastPerfect), as well as proficiency using the Adobe Creative Cloud suite, including Adobe Photoshop, Adobe InDesign and/or Adobe Illustrator, as well as SketchUp 3D-modelling software, would be an asset;
- Experience in managing a community-based object collection is an asset;
- Experience with the full cycle of exhibit planning, development, design, and installation is an asset;
- A strong interest, and preferably academic expertise, in British Columbia and local history, and a desire to connect people to Chilliwack's history;
- Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy;
- Because of the physical nature of some of the work required, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.
- A valid Canadian Driver's License is a requirement of the position.

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The competition will remain open until the position is filled. We appreciate all applications; however, only candidates selected for an interview will be contacted.

Compensation will be commensurate with qualifications and experience. A competitive salary, benefits, and professional development package is available.

Interested candidates should apply by emailing a Cover Letter and Resume, as one combined PDF file, to:

Matthew Francis, Executive Director
Chilliwack Museum and Archives
matthew@chilliwackmuseum.ca
www.chilliwackmuseum.ca