

**Job Title: Collections Coordinator**

**Reports to:** Curator

**Status:** Full-Time; Permanent

**Start Date:** Negotiable

**Hours:** Monday to Friday, 9:00am to 4:30pm (shifts may be required outside these hours)

**Salary:** Negotiable (\$50,000 to \$55,000)

**Closing Date:** Open until a suitable candidate is found.

**Summary of Position:**

Under the direction of the Curator, the Collections Coordinator is responsible for managing the Chilliwack Museum and Archives object collection accordance with best practices and guidelines. The Collection Coordinator serves as an important representative of the Chilliwack Museum and Archives, acting as a liaison with the public on matters pertaining to Chilliwack's history and material culture.

**Duties & Responsibilities:**

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;
2. Assist the Curator as needed with the Museum's object collection donation process; including facilitating meetings with donors, acquisition and completion of deed of gift paperwork, documentation, photographing of incoming donations, storage, preventative conservation, appraisals, maintenance and cleaning, condition reporting, research and recommendation of objects for deaccessioning in accordance with policy and best practice; record and information management pertaining to object collection, including updating records;
3. Monitor existing environmental conditions within the Museum's exhibition spaces and Archival object storage, including record keeping and management of an integrated pest management strategy; records maintenance and management of humidity levels and temperature in Microsoft Access database; periodic monitoring of gallery lux levels; liaising with external contractors when needed to rectify identified problems;
4. Management and facilitation of the Society's object loan program, including incoming and outgoing object loans; preparation of loan paperwork; condition reporting; object appraisal and ensuring appropriate insurance coverage;
5. Manage collections database software, currently PastPerfect Museum Software, with print and digital records as well as preparing records for publication for web users, including textual and photographic information;
6. Train and supervise specialized volunteers or other staff, including managing Summer Students, in Collections Management best practices.

7. Prepare written reports or articles for the Society's publications and the general public, or for internal reporting purposes;
8. Provide support services to the Curator during exhibition design and installation.
9. Other responsibilities as assigned by the Curator or Executive Director.

**Qualifications & Skills:**

1. University degree, preferably at the graduate level, in Museum Studies, History, Art History, Anthropology, or another related discipline;
2. Current knowledge of best practices, standards, and guidelines for Collections Management;
3. Experience with Collection Management database software;
4. Experience with Exhibition design and installation;
5. 3-5 years' experience in a Museum or other heritage organization;
6. A strong interest in British Columbia and local history;
7. Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy;
8. Able to work with minimal supervision; works well independently and as a team; flexible;
9. Capable of lifting 35lb. from floor to table height and 20lb from table to head height.

**The successful candidate will be required to submit a clear criminal record check with vulnerable persons clearance.**

**The successful candidate must have a valid Class 5 Driver's license and access to a vehicle.**

The Chilliwack Museum and Archives is an equal opportunity employer. We seek to foster a workplace that reflects the full breadth of the communities we serve and welcome applications from women, racialized persons/BIPOC, LGBTQ2S+, and people with disabilities.

All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Dwyer  
Executive Director, Chilliwack Museum & Archives  
[shawna@chilliwackmuseum.ca](mailto:shawna@chilliwackmuseum.ca)

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.