



## **Full Time Regular Employment Opportunity**

**Position: Collections and Exhibits Manager**

### **About the Maritime Museum of BC**

Our mission is to promote and preserve our diverse maritime experience and heritage and to engage people with this ongoing story.

In addition to offering in-person and virtual exhibits, the museum presents virtual talks, live tours and craft workshops that look at maritime history in unique and creative ways.

The Maritime Museum of BC has three locations: one downtown public location (about 3,000 sq/ft) and two off site storage locations (totalling 13,000 sq/ft). There are three main parts to the Maritime Museum of BC's collections: artefacts, archives, and library books. The collections contain:

- 35,000 objects
- 500 pieces of artwork
- 550 flags
- Ship models of BC vessels
- 8,500 books
- 35,000 ships' plans
- 40,000 historic photographs

The Maritime Museum of BC also has three historic sailing vessels in the collection called *Tillikum*, *Dorothy*, and *Trekka*.

### **The Team**

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed board members and volunteers. All of us come from different backgrounds, which we believe is part of our strength! We have four regular full-time staff, seasonal staff, eleven enthusiastic and active board members, and dozens of regular volunteers. We also have community partners in many local organizations who we work with and deliver programming to on a regular basis.

### **What you can expect**

You start your day in the collections storage space by doing a quick walk about the space. Anything that requires tidying and/or cleaning would then be taken care of. You will start your computer, checking you email and turning on Slack to keep in communication with the whole MMBC staff. If there are research requests to be fulfilled you will address those.



Some volunteers might start to come in, so you greet them and check in on how their projects are going. If they need anything or have questions, you address them. From there, you will review the annual collections priorities to ensure each is being attended to, and you select one to work on for the day, or you pick up any work remaining from a previous day. In the afternoon, more volunteers might show up and you check in with them as well, addressing any needs they might have.

You will have a weekly quota of catalogue records to be entered, so you are mindful of that. Some days you will not be able to catalogue. Instead time might need to be spent on recruiting, training, and supervising volunteers and/or collections summer and intern staff. You will already have started your week with these irregular tasks in mind to ensure your weekly quota of catalogue records is met.

You will generally spend one day a week at the downtown location where you will participate in the weekly staff meeting, have access to research and photo files, and work on exhibits. Exhibits work will involve research, writing, layout planning, and working with the community that is engaged with each exhibit topic.

There will also be days that you will need to be at our second off site storage location in a warehouse at Ogden Point. This work will involve processing and inventorying the collection stored there, and re-housing items into new storage conditions.

You will report directly to the Executive Director for all of your work tasks.

### **Position Responsibilities**

- Cataloguing, preserving and managing the Maritime Museum of BC's valuable collections, which consists of objects, archives, library materials, photographs, small crafts, and three sailing vessels.
- Facilitating acquisition, preserving, and arranging materials.
- Continuing the process of digitizing and photographing the collection and adding these to the catalogue records.
- Maintaining and updating the objects and archives databases.
- Attending quarterly Collections Committee meetings and preparing donation offer forms for the Committee's review.
- Developing annual collections plan proposals for approval by the Executive Director and the Collections Committee.
- Recruiting, training, and supervising all collections and exhibits volunteers.
- Assisting with the recruiting, training, and supervising of collections summer and intern staff.
- Facilitating public research and access to the collections.
- Overseeing the development of exhibits with assistance from the Learning and Visitor Experience Committee.
- Managing exhibit rentals and objects loans, both incoming and outgoing.



- Maintaining the cleanliness of the storage facility.
- Any additional duties as assigned by the Executive Director.

## Qualifications

- At least 3 years of experience working in the GLAM sector with a focus in collections work. You're familiar with cultural institutions and how they are structured, including the differences between small and large museums.
- High level of attention to detail and organizational skills.
- Post-secondary degree or diploma in a related field.
- Experience with and knowledge of cataloguing standards for objects, archives, and library materials, including how they differ.
- Experience with and knowledge of archival cataloguing rules-Rules of Archival Description (RAD).
- Understanding of collections management theory.
- Clear communication skills.
- Ability to supervise and give guidance to volunteers and support staff.
- Basic knowledge of Canadian and British Columbia history, as well as an awareness that not all histories are commonly known and told.
- Availability for weekday, weekend, and evening work as required
- Current First Aid Certificate is considered an asset.
- Due to the need to move objects between shelves, some of which are high, you need to be able to lift 50lbs above your head and to reach high shelves.
- This position requires the applicant to travel and transport collection items between the MMBC's three locations. MMBC uses Modo carsharing, and the successful applicant must meet Modo's driving standard:
  - Have an N licence or better or the equivalent from another jurisdiction (must be permitted to drive alone in the car)
  - No at-fault accidents within the past two years at the time of joining;
  - No more than one at-fault accident within the past two years after joining;
  - No licence suspensions within the past two years; and
  - No more than two traffic violations in the past two years.
- If you do not meet Modo's requirement, you must have access to your own vehicle.
- The selected candidate will need to agree to and sign that they have read and understood the following:
  - Employee Manual
  - Code of Conduct
  - Vacation Policy
  - Vaccination Policy

**The ideal candidate will:**



- Take ownership of the collections storage and working spaces. This not only includes taking responsibility for the care of the collection, but also the care of the collection storage facilities. You must be able to maintain an acceptable level of cleanliness and order at the workstations and around the storage shelves. You will also need to keep an eye on supply levels for general office supplies and collections storage supplies, and place order requests as needed.
- Have strong attention to detail and organizational skills.
- Have the ability to work independently, be self-directed, and demonstrate initiative.
- Enjoy developing the talent and potential of summer students and interns, and enjoy working with diverse volunteers.
- Be enthusiastic and motivated to learn about maritime history.
- Be familiar with Past Perfect and Access to Memory databases.
- Be self driven and can easily handle multiple priorities with deadlines at once.

#### **What We Offer:**

- Flexible time off including de-colonized statutory holidays.
- Health spending account after a probationary period of three months.
- Five paid sick days a year.
- Professional Development opportunities including paid time for cultural learning.
- Enjoyable work that matters with a collaborative and supportive team.

**Salary:** Starting wage, \$25.60/hour, with experience taken into consideration.

**Schedule:** Monday to Friday, 9:00 AM to 5:00 PM (some evening and weekend work will be required), 7.5 hours/day, 37.5 hours/week

Four days a week are spent at off site storage locations and one day a week is spent at the public downtown location.

**Application due:** 19 November 2021

**Start Date:** Preferably 6 December 2021, but to be discussed. There will be a three-month probationary period.

#### **TO APPLY**

Please apply with a **cover letter, resume, and three references** in a single PDF to the HR Committee by email at [info@mmbc.bc.ca](mailto:info@mmbc.bc.ca). One of your references should include someone in a supervisor capacity from your most recent position.



The Maritime Museum of BC actively welcomes and encourages applications from women, people with disabilities, Indigenous peoples, and visible minorities.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.