

## Employment Opportunity - Digital Curator Job Posting

Application Closes: March 20, 2022

The Cumberland Museum & Archives is looking for a creative individual to join our team in the position of **Digital Museum Curator**.

### About the Cumberland Museum & Archives

The Cumberland Museum and Archives on Vancouver Island tells the story of the people of Cumberland—the rich, the poor, the powerful, the rebellious, the righteous and the radical.

In 2020-2021 Museum underwent a complete infrastructure and exhibition revitalization project. This provided the opportunity to look at the stories of Cumberland's past with a new perspective adding additional narratives and enhancing visitor experience. Exhibitions focus on Cumberland's sense of community and connection to place.

The artifact collection and archival holding comprise over 10,000 items and are housed onsite. The CMA also offers opportunities for research through our community research library, making the CMA a unique space for historical research on early rural Comox Valley settlements with a particular focus on Chinese and Japanese communities of the past.

### About the Curatorial Position

The role of **Digital Curator** at the Cumberland Museum & Archives is a project-based opportunity to develop a Digital Museum. *The Story of Cumberland* is a multi-faceted digital project that will elevate the history of Cumberland, BC, Canada for local, national, and international audiences. The Digital Museum will engage audiences through online exhibitions that explore the shared history of rural island life in BC. Through oral histories, artifacts, archival materials and contextual information, virtual visitors will experience dynamic storytelling. It is an opportunity to weave the narratives of the past with the present and expand the diversity of understanding towards the complex relationships of people with overlapping histories and complementing and competing values.

Reporting to the Executive Director and working collaboratively with team members, this position plays a crucial role in the success of the Digital Museum Project.

### Responsibilities:

- The development of digital exhibitions including initial proposals, research, content creation, copywriting, idea design, digital asset development;
- Collections care and handling for the purpose of digitization and content creation for the Digital Museum;
- Liaise with a digital design company to develop the framework for the Digital Museum.

**Knowledge and Competences:**

- Undergraduate or graduate degree in museum studies, archaeology, anthropology, history or related field
- Minimum of 2 years experience working/volunteering in a museum, gallery or archival setting
- Understand the foundations of design and layout composition
- Experience with Adobe programs for design: Illustrator, Photoshop, InDesign etc.
- Be knowledgeable with open access database systems, Microsoft Access, Access to Memory and museum classification best practices, including nomenclature and Rules for Archival Description.
- Strong understanding of museum and archival best practices
- Strong oral and written communication coupled with strong interpersonal, and collaboration skills
- Critical thinking and innovative problem-solving skills with a high level of self-motivation
- Able to lift and carry boxes and supplies up to 25lbs
- Valid driver's license with access to a car

This position is a 16-18 month full-time contract comprising 35 hours per week with annual remuneration of \$40,000-\$43,000. The anticipated contract date is from March/April 2022 - August 2023. This position will require a combination of onsite and remote work.

**Application deadline: March 20, 2022**

Please submit your resume by email to: [director@cumberlandmuseum.ca](mailto:director@cumberlandmuseum.ca)

Only successful applicants will be contacted. Please do not call. The CMA is an equal opportunity employer.