



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Interim Curator & Collections Manager

Closing Date: May 15th, 2022

Term: 4 – 6 months beginning June 6th, 2022

Job Status: Contract, full-time (40 hours/week)

Successful applicant will be required to reside in Tumbler Ridge

Remuneration: \$27- \$30/hour +8% in lieu of vacation and benefits.

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The TRMF is seeking a dynamic, creative, and experienced individual to join our museum team on a short-term contract in the position of Interim Curator and Collections Manager. The Interim Curator and Collections Manager will work with the Executive Director, museum staff, summer students, and volunteers to maintain curatorial practice and collections management during a time of transition. This is a project management focused position.

Responsibilities:

- Manage the implementation of a new collections database system
 - Work with developer through software implementation period
 - Mentor the summer Collections Assistant in the initial database setup and population
 - Mentor the summer Collections Assistant in the development of procedural documents
- Coordinate summer fieldwork activities
 - Ensure visiting researchers and volunteers have the tools, materials, and safety equipment needed to conduct field work
 - Develop a coordinated communication system with field teams
 - Develop public programming opportunities with visiting researchers
 - Opportunity to participate and contribute to research where applicable
- Manage specimen and artifact acquisition and loans
 - Maintain the 2022 collections catalogue

- Assign accession numbers
 - Maintain records
- Assist in maintaining progress of a major gallery upgrade project
 - Assist in writing and reviewing RFPs
 - Assist in the development and approval of contracts
 - Work with existing vendors to ensure progress and adherence to established project schedule
- Respond to requests for object identification and verification from the public, industry partners and government agencies, coordinate with network of experts
- General care and maintenance of the collections and related assets
- Assist in the development of best practices, policies, and procedures for the collections as time permits
- Other duties as assigned by the Executive Director

Qualifications:

- A minimum of a bachelor's degree in a related field of study: palaeontology, geology, anthropology, history, museum studies
- A minimum of four (4) years of experience in museum curation and collections management
- Intermediate to advanced project management skills
- Intermediate to advanced collections database experience, experience working with SQL would be considered an asset
- Experience in developing best practices, policies, and procedures for collections management
- Experience in exhibit development
- Experience working in remote northern environments would be an asset
- Proven supervisory and leadership experience
- Natural curiosity and enthusiasm to share that curiosity
- Excellent written and oral communication skills
- Experience or interest in earth sciences and working with fossil collections would be considered an asset
- First aid certification would be considered an asset
- Applicants must have a clear criminal record check prior to employment and be legally entitled to work in Canada

Please send your resume and cover letter to manager@trmf.ca with the subject "Interim Curator Position".

The Tumbler Ridge Museum Foundation adheres to all Public Health Orders and has a COVID-19 operating policy. All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

It is recognized by the Tumbler Ridge Museum Foundation that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.