

Job Title: MAV Curatorial Co-ordinator**Salary**

\$25/hour

Job Type

Part time

Permanent

FULL JOB DESCRIPTION

The mandate of the Museum and Archives of Vernon (MAV) is to advance public knowledge and appreciation of the North Okanagan's natural, cultural, and historical heritage. It documents, collects, displays, and organizes objects and records, as well as seminars and workshops, to illuminate that heritage.

A priority of MAV is to partner with others to ensure that the public can connect with our past in all its diversity, and in ways that are authentic and compelling. The stories of under-represented communities are a focus, especially those of the Okanagan Syilx, in fulfillment of the Calls to Action of the Truth and Reconciliation Commission.

Several other heritage institutions in the region are also MAV partners, including Caetani House, and museums at Okanagan Landing, Silver Star, and the Vernon Cadet Camp. Of central importance to this position is MAV's partnership with the Greenhow Museum located at Historic O'Keefe Ranch, at the Head of Okanagan Lake, 12 km north of Vernon.

Job summary

This position is primarily to provide leadership at the Greenhow Museum in collections management, public tours and presentations, and exhibit creation. In addition, the position is to assist MAV staff with collections and visitor experiences.

Reporting Structure

Reports to the Executive Director, MAV

Job Duties

At Greenhow Museum

- Manage museum collections, including conservation of artifacts and archival records, and database management.
- Develop and install small museum displays.
- Deliver presentations and tours for members of the public.
- Collaborate with the Collections Committee of the Greenhow Museum.

At Museum and Archives of Vernon

- Participate in the Collections Committee of the MAV.
- Support the MAV Collections Registrar and Curator of Visitor Experience.
- Work with Indigenous Elders and knowledge-keepers.

Qualifications

The successful candidate will be an organized, independent person and requires

- Experience in the conservation and management of artifacts and archival materials.
- Well-developed skills in information technology.
- Expertise in database management.
- Good verbal and communication skills.
- A driver's licence and vehicle.

Preferred will be a candidate who has

- One or more degrees or diplomas in education, museology, and/or library science.
- Experience in creating museum exhibits and in making in-person presentations.
- Experience in the Galleries, Libraries, Archives, and Museums (GLAM) sector or in tourism and visitor experience.

This is an excellent position for someone interested in a career in the GLAM sector. MAV is a growing organization, looking at all times for qualified staff for positions at its main location and with its partners. Candidates with significant museum training and experience will be considered for future positions.

Schedule

Start: July 11, 2022

Hours: 18-30 hours a week. 3 days/week at Greenhow Museum, Historic O'Keefe Ranch, Head of Okanagan Lake, and 1 day/week at Museum and Archives of Vernon, Vernon, BC.

Application Process

Upload resume, cover letter, and references.

Application deadline 5 pm June 30, 2022.

Direct questions or inquiries to Operations Manager Lisa Ramsey, email lisa.ramsey@vernonmuseum.ca, phone 250-550-3150.