

Curatorial and Programming Co-ordinator

This is an exciting opportunity for the right candidate interested in playing a leadership role in a small museum in downtown Duncan, BC. The Cowichan Historical Society (CHS) is dedicated to preserving the history of the Cowichan Valley at a community museum in a building leased from the City of Duncan in Duncan, BC. Incorporated in 1974, the CHS is an equal opportunity employer, celebrating diversity and committed to creating an inclusive environment for all employees and volunteers.

Wages: \$25.00/hour

Hours of Work: Monday – Friday, 8:30 am – 4:30 pm (35 hours total/week)

Duties:

- Manage the care of the Cowichan Valley Museum collection, including collection records, acquisition and accessioning procedures, conservation measures, appropriate storage and research.
- Assist in the development and installation of temporary or travelling exhibits in the museum.
- Develop, lead, deliver, coordinate, and promote educational programs for museum audiences, including schools, pre-booked groups and public programs.
- Respond to/oversee public inquiries regarding programs and education.
- Manage/oversee scheduling, invoicing, statistics and communications related to program bookings.
- Establish, cultivate and maintain external community relationships about the Cowichan Valley's human and natural history.
- Assist with daily operations of the Cowichan Valley Museum including opening and closing procedures.
- Provide monthly written reports to the CHS Board of Directors re: the museum exhibits (both permanent and temporary) and public/school programming.

Qualifications:

- Completion of a post-secondary degree or college diploma in Museum Studies, Museum Education, Education or History.
- Minimum 2-years experience in accessioning and conservation of artifacts.
- Minimum 2-years experience developing and facilitating educational programs for children and youth.
- Digitally savvy with ZOOM conference platforms, Word, PowerPoint and Excel products.
- Able to work both collaboratively and independently.
- Excellent written and verbal communication skills.
- Comfortable interacting with small and large groups of various ages.
- Able to carry supply bins up to 25 pounds (11 kg).
- Have a valid driver's license and vehicle.
- Second language an asset.
- Heritage and/or teaching or tour guide experience an asset.
- Standard First Aid/CPR-Certificate an asset.
- Must undergo and successfully pass a Criminal Record Check.

This position is for the period 15 August 2022 to 18 December 2023 and is contingent on grant funding for continuation into 2023.

Please send application letter and résumé to:

Sheila Kitson, President
Cowichan Historical Society
PO Box 1014
Duncan, BC V9L 3Y2
Email: cvmuseum.archives@gmail.com