

Curator – Employment Opportunity Museum at Campbell River



Located on the unceded traditional territory of the Liḡwíldaǰw First Nations the Museum at Campbell River is an award-winning, regional history museum sharing the stories of the peoples of Northern Vancouver Island.

With a mission “to collect, preserve and interpret the human history of our area”, we view the Museum as a community gathering space. A place that we can come together to share, connect, explore and learn the diverse history of our region.

Museum galleries feature vibrant and contemporary exhibits of First Nations cultures and historic coastal lifestyles, where visitors gain a deeper understanding of the region’s rich history. The experiential and interactive displays were developed over a period of years and through extensive consultation with community advisors.

The Museum operations also include the management of the Haig-Brown Heritage House which was the former home of well-known author and conservationist Roderick Haig-Brown. This former B.C. Provincial Heritage site is located on the banks of the Campbell River and includes a significant collection of objects relating to the site.

We are looking for a Curator to join our team and are seeking an individual who brings a wealth of expertise and an interest in developing meaningful relationships with the community that we serve. The ideal candidate will hold a graduate degree in an applicable field or equivalent experience.

Reporting to the Executive Director the Curator is responsible for the following functions: research, interpret, collect, preserve and make available belongings and artifacts documenting the human history of the Northern Vancouver Island area. The Curator works with staff in various departments to follow best practices and make informed decisions regarding acquisitions, care and handling, storage and access to the holdings and conducts research to interpret and disseminate knowledge about the collections through exhibits, publications and programs.

Curator Key Responsibilities

- Carries out research, collection development, documentation and interpretation for the Museum according to professional standards.
- Respects cultural origins and cultural integrity of objects and their uses.
- Manages the artifact collection including the Haig-Brown Heritage House, ensuring the care and maintenance of all loaned, donated or purchased acquisitions.
- Oversees artifact documentation, cataloging, research and conservation.
- Recommends policy and procedures in areas of responsibility and makes recommendations on policy relating to the collection, care, and interpretation of First Nations material culture including, but not limited to policy relating to reconciliation, repatriation, and the Museum’s role as a repository for

archaeological material.

- Responsible for the oversight of loan requests for First Nations collections for ceremonial and exhibition requests.
- Recommends and seeks out new acquisitions for the archival collections including the purchase of books for the reference library.
- Conducts research and prepares findings for publication and/or distribution.
- Establishes community links and partnerships to achieve goals as appropriate to areas of responsibility and represents the Museum locally, regionally and nationally as necessary.
- Prepares budgets and monitors expenditures.
- Designs and implements research projects as needed to further the Museum's goals and mandate. To bring these projects to fruition, may establish partnerships with other institutions and seek out untapped funding opportunities.
- Manages the exhibition program of the museum including designing and installation of exhibits, liaising with community resource people, and preparing exhibit catalogues if applicable.
- Provides direction for the development and delivery of community engagement programs relating to regional history, the Museum's collections, and exhibitions and mandate.

Communication/Liaison

- Acts as a liaison with First Nations communities.
- Maintains links and communication with personnel from other museums, community groups and individuals, educational institutions (including universities and colleges), and government bodies involved in funding and research.
- Ensures effective and open communication with colleagues and the public.

Public Information and Electronic Media

- Contributes to Museum publications and communications efforts as requested.
- Provides information regarding exhibitions and programs for website and social media content.

Human Resources

- Hires, trains, develops job descriptions, and evaluates applicable staff as required.

Related Museum Functions

- Assists with preparation of funding requests and grant applications to governments, other funding agencies, individuals and corporations in relation to collections, exhibits, and programs as required. Maintains relationships with donors and funding bodies.
- Acts as back-up for Collections Manager and assists with collections management.
- Assists researchers in the Archives Research Centre as applicable depending on the extent and nature of their research requests.
- Makes recommendations for books and other material to sell in Shop relating to areas of responsibility.

- Is an effective team member to support all activities and achieve Museum goals.
- Ensures security and safety of visitors, staff, collections, equipment and property.
- Is a member of the Acquisitions Committee.
- Other related duties as assigned.

Skills, Qualifications and Experience

- Qualified candidates should have a graduate degree in anthropology, history or related field or equivalent experience. A post-secondary degree or diploma in Museum Studies or related program or equivalent experience would be an asset.
- Ideally the candidate would have a strong understanding of museums and the curatorial role within and the non-profit/charitable sector and have a minimum of three years of museum-related experience.
- Effective written and oral communication skills including strong computer literacy skills.
- Qualified candidates will be supportive team builders, who are committed to an inclusive decision-making process and fostering a positive organizational culture.
- Comprehensive knowledge and interest of Northwest Coast Indigenous cultures and history.
- Comprehensive knowledge of exhibit development process, collection care and development and community engagement

Job Status

Permanent, full-time, Monday to Friday, 35 hours per week. Must have flexibility with work schedule.

Supervisory Responsibilities

Permanent and temporary staff, program volunteers, seasonal summer student staff, and temporary/ grant curatorial staff.

Compensation Level

\$26.00 to \$28.90 per hour commensurate with experience.

Benefits

Upon completion of probationary period benefits include: paid sick/personal time, extended health and enrollment in pension plan.

Application Instructions

Please drop off or e-mail your application which should include a CV or resume and letter of interest to:

Attention: Sandra Parrish
e-mail: executive.assistant@crmuseum.ca
Museum at Campbell River
470 Island Hwy, Campbell River, B.C, V9W 4Z9

Application deadline: by 11:59 pm on January 31, 2024

The Museum at Campbell River is committed to employment equity and diversity in the workplace and encourages applications from all qualified candidates. We thank all who express interest in this position, however, only those selected for an interview will be contacted.