

CONTRACT EMPLOYMENT OPPORTUNITY

Position: Collections Coordinator

ABOUT THE MARITIME MUSEUM OF BC

Our mission is to engage communities in witnessing and preserving maritime heritages. Our vision is that maritime experiences are boldly embraced, shared and lived from a cultural centre on the waterfront.

The Maritime Museum of BC (MMBC) offers year-round exhibits, programs, and events including school programs, craft workshops, skills based Maritime Masterclasses, a speaker series, and annual events like the Massive Marine and Outdoor Garage Sale and the Victoria Classic Boat Festival.

The MMBC has three locations: one downtown public location (about 3,000 sq/ft) and two off site storage locations (totalling 13,000 sq/ft). The collections contain:

- 35,000 objects
- A research library and archives
- 3 historic sailing vessels called *Tillikum*, *Dorothy*, and *Trekka*.

The MMBC is currently run by 6 regular staff members, 11 Board members, and approximately 100 volunteers who provide their time throughout the year in all areas of museum operations.

The Team

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed board members and volunteers. All of us come from different backgrounds, which we believe is part of our strength! We also



have community partners in many local organizations who we work with and deliver programming to on a regular basis.

What you can expect

We know the heart of the museum is the collection and as such we want to continue improving our efforts to increase our collections management systems by increasing the number of objects thoroughly catalogued. This will be the primary duty of the Collections Coordinator. This position is also an opportunity to further the public offerings of the MMBC by expanding the digitally available collection.

The Museum is offered new donations regularly. Part of the position will be to respond to potential donors, prepare offer forms, and present the offers to the Collections Committee on a quarterly basis. Once a donation is accepted, the Collections Coordinator will work with the donor to facilitate the delivery. You would then fully process the donation.

The accessibility of the collection is important to the MMBC. When research requests come in, the Collections Coordinator may be asked to take the lead on conducting the research and responding to the request.

The Collections Coordinator will be working at one of the MMBC's off-site storage locations. We are seeking someone who is comfortable working without direct supervision at times.

You will report directly to the Collections and Exhibits Manager for all of your work tasks.

Position Responsibilities

- Catalogue objects, archives, and library materials in the Museum's collection.
- Manage incoming donation offers.
- Respond to research requests from the public.
- Assist Collections and Exhibits Manager in preparation and installation of new exhibits.
- Work with volunteer groups on on-going inventory project.
- Photograph and rehouse MMBC objects collection.
- Help prepare public collections tours.
- Participate in quarterly Collections Committee meetings, including presenting donation offers.
- Additional duties as discussed with the Collections and Exhibits Manager.

Qualifications:

- Post-secondary degree or diploma in a related field.



- Have at least 2 years of experience working directly with museum collections.
- High level of attention to detail and organizational skills.
- Experience with Past Perfect Museum software.
- Experience with and knowledge of cataloguing standards for objects, archives, and library materials, including how they differ.
- Understanding of collections management theory.
- Clear communication skills.
- Basic knowledge of Canadian and British Columbia history, as well as an awareness that not all histories are commonly known and told.
- Availability for weekday, weekend, and evening work as required.
- Due to the need to move objects between shelves, some of which are high, you need to be able to lift 50lbs above your head and to reach high shelves.

The following are considered assets:

- First Aid Certificate
- A demonstrated interest in BC's nautical culture and/or heritage
- Experience with AtoM software and RAD

The selected candidate will need to agree to and sign that they have read and understood the following:

- Employee Manual
- Code of Conduct
- Vacation Policy

What We Offer:

- Flexible time off including the option to substitute statutory holidays
- Five paid sick days a year
- Professional Development opportunities including paid time for cultural learning
- Enjoyable work that matters with a collaborative and supportive team

Salary: \$25.40 - \$27.40/hour, depending on experience.

Position Details: This is a one-year, contract position.

Schedule: 35 hours a week, Monday to Friday. A typical day will be 9:00 AM to 4:30 PM with a half hour unpaid lunch break. Some evening and weekend work will be required.

Application due: Open. Interviews will be conducted on a rolling basis. The application will stay open until a successful candidate has been identified.



Start Date: By 16 April 2024, possibly sooner. There will be a three-month probationary period.

TO APPLY

Please apply with a **cover letter, resume, and three references** in a single PDF to the HR Committee by email at hfeeney@mmbc.bc.ca.

The Maritime Museum of BC actively welcomes and encourages applications from women, people with disabilities, Indigenous peoples, and visible minorities. We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.