

Employment Opportunity - Curatorial Job Posting

Application Closes: Until Filled

The Cumberland Museum & Archives is looking for a creative individual to fill the position of Museum Curator on our team.

About the Cumberland Museum & Archives

The Cumberland Museum and Archives on Vancouver Island tells the story of the people of Cumberland—the rich, the poor, the powerful, the rebellious, the righteous and the radical. In 2019 the CMA received a Governor General's History Award for Excellence in Community Programming for reenacting Albert 'Ginger' Goodwin's funeral process. The CMA is a valued space for community connection, experience and reflection on our past.

In 2020-2021, the Museum undertook a significant renovation project. This project enabled a critical review of exhibitions, which led to the redevelopment of key narratives and exhibition spaces. The public spaces have a more contemporary feel and better reflect the evolving community of Cumberland.

The artefact collection and archival holding comprise over 8,000 items and are housed on-site. The CMA also offers opportunities for research through our community research library, making it a unique space for historical research on early rural Comox Valley settlements, with a special focus on the Chinese and Japanese communities of the past. The CMA has undertaken a number of unique projects to retain and create accessibility to artefacts and historical records for research purposes and exhibitions.

About the Curatorial Position

The role of Museum Curator at the Cumberland Museum & Archives is a combined role responsible for exhibit development and collections management. Reporting to the Executive Director and working collaboratively with team members, this position plays a key role in the management and success of the museum. This position will provide an opportunity for undertaking diverse responsibilities and professional development.

Primary Responsibilities:

- Collections care and preservation of physical artefacts and archival materials, including the assessment of donations, classification and cataloguing, housing and preservation.
- Develop and maintain policies and procedures related to collections management
- The development of exhibitions includes initial proposals, budgeting, research, design, fabrication, installation, interpretive public programs, and marketing materials.
- Develop and maintain policies and procedures related to exhibitions and collections management.
- Work with the Museum Director to establish a strategic plan to curate exhibits and collection management projects.

Secondary Responsibilities:

- Aid other staff members in welcoming visitors and creating meaningful relationships with community members.
- Delivery of museum tours or presentations at public programming events or for promotion.
- General building maintenance duties

Knowledge and Competences:

- Undergraduate or graduate degree in museum studies, archaeology, anthropology, history or related field.
- Minimum of 3-4 years experience working/volunteering in a museum, gallery or archival setting
- Understand the foundations of design and layout composition.
- Skilled in using Adobe programs for design: Illustrator, Photoshop, InDesign etc.
- Knowledge of open-access database systems, Microsoft Access, Access to Memory and museum classification best practices, including nomenclature and Rules for Archival Description.
- Strong understanding of museum and archival best practices.
- Strong oral and written communication coupled with strong interpersonal and collaboration skills
- Critical thinking and innovative problem-solving skills with a high level of self-motivation.
- Able to lift and carry boxes and supplies up to 25lbs
- Valid driver's license with access to a car

This full-time position, comprising 35 hours per week and an annual remuneration between \$50,000 and \$54,000, will be offered depending on experience. Please note that this flexible role can be part-time or full-time. A part-time role would focus on exhibition development and implementation.

Application deadline: Until Filled

Please submit your resume by email to: director@cumberlandmuseum.ca

Only successful applicants will be contacted. Please do not call. The CMA is an equal opportunity employer.