

# Revelstoke

## RAILWAY MUSEUM

### Curator

**Revelstoke Railway Museum**

**32 Hours/Week**

**Salary: \$28/Hour**

### Overview

The Curator will report to the Executive Director in re-defining the permanent and temporary exhibition program and developing a three-year exhibition plan for the *Revelstoke Railway Museum*. The Curator will collaborate on the research, development, and installation of exhibitions and related programs. The Curator will manage the permanent collection, donations and acquisitions as well as conduct research, object selection, developing layout, didactics, and overseeing installation of permanent and temporary exhibition projects. The Curator will also assist in developing and managing the annual museum program, budget and assist with project grants and other related revenue generation activities.

### Exhibition Development

- Responsible for a variety of curatorial and administrative tasks including exhibition research, planning, programs, and events; managing contacts and correspondence; coordination of exhibition logistics, publications, and didactic materials; writing and editing exhibition-related and marketing copy.
- Develops museum exhibition schedule
- Fosters and maintains excellent working relationships with relevant donors, community partners, and other key stakeholders.
- Researches and writes interpretive material to engage the public with exhibitions and coordinate the production of this material with graphic designers, printers, and other contributors.
- Arranges for the loan of special exhibits or artifacts from other museums and galleries when appropriate.
- Develops travelling exhibits and coordinates all details with prospective venues.
- Generates and manages a regular maintenance and cleaning schedule for all exhibits.
- Monitors artifacts and archival material on display for conservation analysis.
- Supervise *Young Canada Works* and *Canada Summer* jobs summer students, when applicable.

### Archives and Collections

- Ensures that the collections are handled, catalogued, and managed according to the Museum's policies and procedures and consistent with generally accepted professional processes.

- Works with the Executive Director, and Collections and Exhibits Committee to develop and maintain the Collections, and Exhibitions policies on an annual basis.
- Maintains the museum's *Past Perfect* database and works to improve the quality of existing records.
- Recruits, trains, and supervises staff and/or volunteers assigned to collection management projects, and oversees collection activities including accessioning of artifacts, database entry, storage, and conservation.
- Works with donors offering archival or artifact material to the museum's collection and arranges signing of paperwork, drop off, and any other necessary actions
- Attends Collections and Exhibits Committee meetings, oversees the appraisal of all material, and prepares donations and paperwork prior to meetings.
- Takes, prepares and distributes the minutes of the Collections and Exhibits Committee.
- Prepares necessary loan agreements for any collection material that it is loaned out or borrowed.
- Manages and oversees public access to the collection by communicating and promoting the collection to the wider community and through online content via the Museum's website and social media platforms.
- Maintains the museum's British Columbia Regional Digitized History content and prepares new content as requested.
- Ensures that research requests are responded to in an appropriate and timely fashion.
- Answers photo requests and obtains paperwork and payment for external use of the museum's photo collection. Annually reviews the policy and payment structure for photo requests.
- Reviews the collection policies on an annual basis and submits recommendations to the Board of Trustees.
- Prepares the Collections & Curatorial portion for Board meetings and Annual Report.
- Crosstrain with admissions and retail to assist when coverage is needed

### **Grants**

- In consultation with the Executive Director, apply for funding for exhibitions, collection management and related projects as required.
- In consultation with the Executive Director, applies for Young Canada Works and Canada Summer Student and internship positions annually.

### **Qualifications**

- Post-secondary education in Museum Studies or another professional discipline pertinent to the job function, or an equivalent combination of education and experience.
- Experience and knowledge of current practices in collection management.
- Experience in the development, production, and installation of exhibitions.

- Strong interpersonal and communication skills (oral and written) and a demonstrated ability to deal effectively with the public, diverse community stakeholders, staff, and volunteers.
- Experience in transportation museums is an asset.
- Ability to develop and implement policies, plans and strategies surrounding the collection and exhibitions.
- Experience in seeking grant funding opportunities and writing grant applications.
- Experience in working for museums and art galleries.

**For further information or inquiries, please contact Victoria Hill at [vhill@revelstokerailwaymuseum.org](mailto:vhill@revelstokerailwaymuseum.org).**

**Only candidates selected for an interview will be contacted. This position will remain open until a suitable candidate has been identified.**

Please send a cover letter and resume to:

**Victoria Hill  
Executive Director  
Revelstoke Railway Museum  
719 Track Street West  
PO Box 3018  
Revelstoke, BC V0E 2S0  
[vhill@revelstokerailwaymuseum.org](mailto:vhill@revelstokerailwaymuseum.org)**