

Historic O'Keefe Ranch
CURATOR

Regular, Full-time
Hourly Pay Rate: \$20.00, 35 hours/ week

SUMMARY

The Curator at the Historic O'Keefe Ranch reports to the Manager and is responsible for collection management, site interpretation, school programming, and supervising seasonal Heritage Interpreters and General Store volunteers.

The Historic O'Keefe Ranch is located just north of the City of Vernon. In addition to presenting the history of the O'Keefe family and the development of the Ranch, it also hosts regular events throughout the summer, and seasonal events during the closing season in the fall and winter.

TASKS AND RESPONSIBILITIES:

The Curator will be in charge of all aspects relating to collection management and site interpretation, including, but not necessarily limited to:

- Working with HERA2 database to track and manage the artifact collection
- Providing basic conservation of artifacts in the collection
- Cataloguing artifacts, archives, and library collections
- Examining prospective artifact donations and recommending whether they be accepted or declined for acquisition
- Provide full documentation for new donations, including Income Tax Receipts as requested
- Researching, designing and installing new museum displays in the Greenhow Museum Building and other areas; upgrading and developing "living history" displays in other buildings
- Engaging conservators as required for restoration of key artifacts in the collection, and for facility assessments
- Conducting ongoing research on the history of the O'Keefe Ranch, O'Keefe family, and agriculture in the North Okanagan in general, and provide updated files for the use of staff and visitors to the O'Keefe Ranch
- Implement and monitor an Integrated Pest Management Plan
- Assist visitors with research, both on and off site
- Meet regularly with the Collection's Committee to make decisions regarding donations, deaccessions, collections storage, and all other matters regarding the collections

The Curator will also be in charge of public education, namely, the school programming, which operates during the months of May, June, and some into September. This involves:

- Year-round scheduling of school groups
- Communicating effectively with teachers

- Greeting buses and organizing the school groups throughout May and June
- Filling in when there is a shortage of staff and/ or volunteers to ensure the program operates smoothly

The Curator also supervises seasonal Heritage Interpreters and manages the General Store volunteers. This includes:

- Providing orientation and training to new staff and volunteers
- Working with the Marketing and Events department to recruit new volunteers
- Interviewing and hiring for Interpreter positions
- Scheduling Interpreters and General Store volunteers
- Working with the Manager on YCW grant applications

QUALIFICATIONS:

The successful applicant will have the following experience and skills:

- Bachelor's degree in humanities, fine arts, or other related discipline
- 2-3 years of experience in a museum/ heritage environment
- Experience with collections management
- Experience with educational programming
- Knowledge of RAD
- Excellent communication skills, both verbally and written
- Flexibility and problem-solving abilities
- Sound judgement, leadership and team building skills
- Ability to work well individually and as a team
- Ability to meet deadlines

Must have valid driver's license and access to a car, as there is no public transit to the ranch.

Submit cover letter and resume to manager@okeeferanch.ca or by mail to:

Glen Taylor, Manager
O'Keefe Historic Ranch
Box 955
Vernon, B.C.
V1T 6M8

Application deadline: August 10, 2015

We would like to thank all applicants who apply; however, only those shortlisted will be contacted. Please, no phone calls.