

JOB POSTING - CURATOR

The North Vancouver Museum & Archives is seeking a Curator to join our collaborative staff team and participate in accomplishing NVMA's mission to "engage, strengthen and inspire our community and its visitors by exploring history, connecting people and sharing ideas." The Curator will help breath life and meaning into the museum collection and make history accessible to the public. The position is multi-faceted. Duties include collaborating on the development of innovative visitor-focused exhibits and programs; being responsible for exhibit and artifact installation and maintenance; documenting and managing the museum collection; and acting as a research resource for other staff.

This is an exciting period for the North Vancouver Museum & Archives. We are working to create a new Museum in the historic "Pipe Shop" at The Shipyards (planned to open in late 2017) and are currently over three-quarters of the way to our fundraising goal. The new Museum's vision is to be a dynamic and innovative history centre that will become a focal point of community life on the North Shore. The Museum at The Shipyards will be highly interactive, with exhibits and programs that inspire discovery and encourage visitors to follow their interests, ask questions and share stories.

We are seeking an imaginative, experienced individual who will report to the NVMA's Director and will work closely with the Assistant Director, the Archivist and other staff. Individuals with a visitor-focused approach to museum work, experience working collaboratively and an interest in community engagement are encouraged to apply.

Summary of Duties

- Using NVMA's collections effectively to plan and mount exhibits on topics relevant to North Vancouver, including issues of contemporary importance and potential long-term significance to our community.
- Working with other staff to conceptualize, plan and implement the new museum's exhibits and programs, including researching, developing, writing and overseeing installation of innovative exhibits (presented on site, in the community, and on line) and assisting with program development.
- Responsible for all aspects of stewardship and documentation of the museum collection, including a future move to a new collection storage facility.
- Implementing NVMA's museum collection policy and procedures, processing new acquisitions and artifact loans (outbound and inbound), and continuing a program of artifact deaccessions.
- Responding to public inquiries about the museum collection (including via social media) and delivering public presentations on topics of local historical relevance.
- Liaising with other staff and assisting in NVMA operations as required.

Desired Experience, Qualifications and Skills

- Minimum of five years relevant experience in museum engagement and outreach, curatorial work and/or collection management.
- Post-secondary education in a relevant discipline (e.g. museum/curatorial studies, contemporary culture, history, anthropology, archival studies). Masters degree preferred.
- Personal characteristics include creativity, flexibility, team work, organizational and analytical skills, and excellent verbal and written communications.
- Self-sufficient in office administration tasks, including record-keeping, preparing presentations and working with the MS-Office suite of applications including Outlook, Word, Excel and PowerPoint.
- Experience using collection management databases. (NVMA uses *PastPerfect* museum software.)
- Considerable knowledge of museum principles and practices, artifact documentation and database standards, preventive conservation, and object care and handling.
- A self-starter who enjoys working in groups, delivering presentations, and supervising volunteers, interns and staff.
- Strong knowledge of the online environment, including experience using major social media platforms (e.g. Facebook, Instagram, Twitter, and others).
- Previous experience developing interactive, mobile and online exhibits is an asset.
- Previous experience with local history collections would be beneficial.
- Photographic skills are an asset.
- Valid clean British Columbia drivers licence required (a driver's abstract will be provided by the successful applicant), as is a criminal record check.
- NOTE: Occasional evening or weekend work will be required.
- Applicant must be legally entitled to work in Canada.

Salary: \$32.71 per hour (PG23-1) plus an attractive package of benefits after qualifying periods have been met. *The position is currently under review. Pay grade will be confirmed before candidates are interviewed.*

Start Date: November/December 2015

Schedule: 35 hours per week; some flexibility to work occasional weekends and evenings.

Please apply to:

Jan Manaton, Administrative Services Manager
North Vancouver Museum & Archives
Community History Centre
3203 Institute Road
North Vancouver, BC V7K 3E5

Applications should be submitted by e-mail to nvmac@dnv.org or by fax to 604.987.5688.

Please state your full name and the word "Curator" in the subject line.

Applications must be received by Friday, October 2, 2015 at 3:00pm PST.

The North Vancouver Museum & Archives Commission is an equal opportunity employer. We thank all applicants for their interest in the position. All applications received prior to deadline will be reviewed, but only candidates selected for interview will be contacted.