



## Vancouver Police Museum & Archives - Curator of Learning

### About the Vancouver Police Museum & Archives

Ranked one of the best police museums in the world by the International Police Association, The Vancouver Police Museum and Archives is a small independent museum run by the Vancouver Police Historical Society, a non-profit charitable organization. The Museum's foundations began in celebration of the Vancouver Police Department's centennial anniversary in 1986 and has since expanded its mandate beyond the blue lens of local law enforcement to include the history of the Vancouver Coroner's Services and the historic City Analyst Laboratory that houses the Museum.

The Museum's vision is to foster a community that is dedicated to open dialogue on the topic of law enforcement and crime in Vancouver's past and present by;

- Providing a rounded perspective and an open and safe place to discuss topics of law enforcement and the science of criminal and death investigation related to the City of Vancouver
- Engaging visitors with intriguing contextual information that places the choices and practices of local law enforcement within a wider scope the city's history and needs of Vancouver's citizens

### Job Summary

Reporting to the Museum Director, the **Curator of Learning** is dedicated to developing unique programming for youth education and providing leadership in mentoring volunteers in program facilitation. This role also encompasses the development and coordination of the museum's volunteer programs and front house management. This position plays a key role in the management and success of the museum.

### Roles & Responsibilities

- ❖ Responsible for interpretive and educational program research, development and delivery
- ❖ Develop education and interpretive program policies and procedures/guidelines
- ❖ Maintain program booking records and manage requests for programs
- ❖ Building exhibition narratives to facilitate integrated learning practices for all ages
- ❖ Build relationships with community partners to provide unique opportunity for learning experiences
- ❖ Responsible for the management of the admissions/reception and gift shop
- ❖ Develop a recruitment, training, coordination and mentoring program for museum volunteers

### Knowledge & Competencies

- ❖ University degree in Museum Studies, Anthropology, Education, History or related field
- ❖ Minimum of 2 years experience working in a professional museum or education setting
- ❖ Knowledge and practiced research, development and coordination of education/museum programs
- ❖ Critical thinking and innovative problem solving skills with a high level of self motivation.
- ❖ Skilled in the use of Adobe programs for design: Illustrator, Photoshop, InDesign etc.
- ❖ Strong oral and written communication skills
- ❖ Able to lift and carry boxes and supplies up to 25lbs
- ❖ Valid driver's license with access to a car

### Work Expectations:

This position is at 80% full-time comprising of 30 hours per week over 4 days. Schedule flexibility is required for seasonal evening and special event programming.



Application Closing Date: Thursday October 12, 2017

To apply please send a cover letter and resume to [director@vancouverpolicemuseum.ca](mailto:director@vancouverpolicemuseum.ca) with the subject Curator of Learning Job Posting.