

CURATORIAL COORDINATOR

CHINATOWN STORY CENTRE

The Vancouver Chinatown Foundation is in the process of building The Chinatown Story Centre at 168 East Pender Street, Vancouver. The Story Centre is slated to open Spring 2018.

The facility will have a permanent exhibition space, which shares the overall story of Chinese in Canada.

The Centre also plans to develop a number of special or temporary exhibitions on Chinese Canadian and Vancouver Chinatown history. We anticipate designing two or more shows per year in space dedicated for temporary exhibitions.

These special exhibitions will delve into a particular topic in greater detail and involve text, photography, artifacts and other storytelling vehicles (e.g. video, podcasts, seminars/workshops, etc.). These shows also will be designed to engage communities to share memories, photographs and artifacts related to the story being featured.

The Curatorial Coordinator assists the Special Exhibitions Curator/Designer. This is a multi-faceted role doing everything from research and project administrative functions, to assisting with design and installation of museum special exhibitions.

DUTIES:

The Curatorial Coordinator will:

- Undertake historical research (through archives, interviews, etc.) and summarize key findings.
- Help locate and secure interesting photos and objects for exhibitions.
- Scan photos and/or photograph objects.
- Research display materials and options, and obtain quotes from suppliers.
- Draft text for display labels, etc.
- Assist in designing some aspects of signage, layout, etc.
- Assist in installation.
- Undertake administrative functions such as:
 - updating project budget;
 - database management; and
 - tracking of borrowed objects.
- Other duties as requested.

SKILLS & EXPERIENCE:

Preference will be given to candidates who are self-starters and who demonstrate:

- An interest in and knowledge of history (particularly Chinese-Canadian history);
- Experience in conducting research using various archives, interviews, and other sources;
- Strong organizational skills with a demonstrated ability to multi-task and meet timelines;
- Clear and concise writing skills;
- An ability to work independently with little day-to-day supervision;
- Experience collecting and telling stories through text or podcasts or video, etc.
- Experience using standard office software tools (Word, PowerPoint, Excel);
- Experience using any of the following software will be considered an asset:
 - Adobe Photoshop and Adobe InDesign; and/or
 - SketchUp or a similar 3D layout program; and/or
 - Podcasting or video production tools; and/or
 - WordPress.

EDUCATION:

A degree in history, museum or heritage studies, journalism or other equivalent degree or experience.

TERMS OF EMPLOYMENT:

Currently, this is a temporary part-time position (3 days a week for 4-5 months) with the possibility of extension or change to full-time status.

Salary commensurate with experience.

APPLICATIONS:

Deadline for applications is: **OCTOBER 2, 2017**

Please email your cover letter and resume to:

Catherine Clement
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