

Curator / Administrator Duties Enderby & District Museum & Archives

The curator/ administrator is responsible for ensuring that the museum is open to the public year-round five days a week and functioning smoothly, and for overseeing the volunteers . The curator / administrator reports to the Board of Directors of the Enderby & District Museum Society.

Administrative Duties

- Co-ordinate the day-to day operation of the museum and archives
- Ensure the museum is clean and open to visitors 5 days/week and for special events
- Be responsible for ensuring the museum is staffed by volunteers in his/her absence.
- Answer research requests and emails; pass on correspondence to the Board of Directors of the society.
- Maintain the museum website, changing the coming events page as necessary
- Oversee the operation of museum equipment
- Communicate to the treasurer the need for any supplies
- Oversee the recording of sales, donations, and memberships
- Oversee the booking of the Enderby Drill Hall
- Assist board members with special events in the museum
- Liaison with regional and provincial heritage organizations, particularly local museums & archives
- Coordinate the volunteers and volunteer projects
- Attend all museum board meetings, including the annual general meeting, and make a report

Curatorial Duties

- Coordinate the accessioning and preservation of all artifacts and archival material
- Co-ordinate the collection and preservation and sale of copies of photographs
- Ensure that the artifacts and costumes are maintained and preserved while on exhibit or in storage in the museum, Springbend Hall, and Museum in the Park
- Ensure that archival collections are arranged and described according to the Rules for Archival Description
- Oversee all ongoing museum projects in the museum, including Collections Management, the Newspaper Project, Historical Reference Files, Property Inventory, Oral History Project, Photograph and Archival projects
- Assist researchers and answer questions from visitors
- Plan, develop and create changing displays in the museum
- Oversee all in-house publications
- Conduct tours of the town and of the museum for school classes, organizations and board members, on request
- Attend events in the museum and record the speakers