

華埠掌故 CHINATOWN STORYTELLING CENTRE

CURATORIAL & COLLECTIONS COORDINATOR CHINATOWN STORYTELLING CENTRE

The Vancouver Chinatown Foundation is in the process of building the Chinatown Storytelling Centre at 168 East Pender Street, Vancouver. The Chinatown Storytelling Centre is scheduled to open in Fall, 2018. It will serve as a repository that gathers, conserves and shares the stories of the Chinese-Canadian experience, and the contributions made to historic neighbourhoods such as Chinatown as well as to nation-building as a whole. By way of exhibitions, community events, education programs and a substantial collections system, the Storytelling Centre aims to contribute to the ongoing revitalization of Chinatown.

The Foundation is currently seeking a part-time **Curatorial & Collections Coordinator**.

DUTIES:

Working under the direct supervision of the Project Manager and in tandem with the Collections Programmer, the Curatorial & Collection Coordinator will:

- Help locate and secure photos and objects for exhibitions as well as coordinate incoming community loans.
- Research fabrication materials and options for exhibit displays; obtain quotes from suppliers.
- Draft text for display labels and assist in designing aspects of signage, layout, and assist with installation.
- Conduct oral history interviews; edit and digitally archive recordings.
- Conduct curatorial research to support the Centre's exhibit plans.
- Follow industry best practices for museum procedures including condition reporting, handling and storage.
- Use Collective Access to catalogue incoming loans and donations as well as general database maintenance.
- Scan photos/documents from community members and/or photograph objects for documentation purposes.
- Work collaboratively with museum staff and volunteers in consideration of Centre's opening.
- Other administrative tasks and museum duties, as needed for the holistic operation of the Storytelling Center.

QUALIFICATIONS:

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

- An Interest in Chinatown, immigration history and local heritage.
- Fluency in English (written and oral); an understanding of Cantonese or written Chinese would be an asset.
- Strong organizational skills with a demonstrated ability to multitask and meet timelines.

- Ability to work independently.
- Experience collaborating with community members on heritage projects.
- Experience collecting oral histories and telling stories through publications, podcasts, videos, etc.
- Experience with various modes of research.
- High level of computer literacy for daily word processing, spreadsheets/databases upkeep, A/V editing. Design software experience would be an asset.
- Familiarity with digital technology such as scanners, printers and digital cameras.

EDUCATION:

An undergraduate degree or higher in History, Museum Studies, Cultural Studies, Archeology, Anthropology alongside relevant training and work experience.

TERMS OF EMPLOYMENT:

Currently, this is a temporary part-time position (3-4 days a week, until opening) with the possibility of extension or change to full-time status. Starting Salary is \$20/hr.

TO APPLY:

Please submit resume and cover letter via email at careers@chinatownfoundation.org or mail at 3rd Floor-127 East Pender Street, Vancouver, BC V6A 1T6.

No calls please. Deadline for applications is by end of day September 21, 2018.

We thank all applicants; however, only those shortlisted will be contacted.

The Vancouver Chinatown Foundation is a registered charity and non-profit with the mission to revitalize Chinatown while preserving and honouring the irreplaceable cultural heritage of this neighbourhood. To learn more, visit www.chinatownfoundation.org.