



ASSISTANT CURATOR

Parks Recreation & Cultural Services BVM – CURATORIAL SERVICES

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of August 6, 2019 and must be received by 4:45 PM on **Thursday, August 15, 2019** quoting:

Competition No: 2019-183

Reporting to the Museum Curator, this is professional curatorial work performed at the Burnaby Village Museum (BVM). The incumbent assists the Curator to determine and implement priorities for collections development; engages in a variety of research activities; administers the Museum's accession and catalogue procedures; and participates in the handling, storage and maintenance of artifacts and the preparation of exhibits. The incumbent exercises considerable independence of judgement and action within established guidelines while unusual and policy matters are referred to or discussed with a superior. Work performance is reviewed in terms of effective maintenance of collections information and the efficiency of services provided. The Assistant Curator receives and evaluates donation offers; determines acceptability of donation offers based on established criteria; communicates decisions to donors; identifies objects for de-accessioning, follows procedures for de-accessioning and oversees disposal; locates, researches and proposes acquisition of artifacts related to the BVM collection mandate to augment the museum's existing collection. The Assistant Curator also administers the Museum's accession and catalogue procedures; accepts and records all artifacts received by the museum; coordinates and documents incoming and outgoing loans; ensures the accurate recording of information related to the collection. The incumbent establishes and maintains effective working relationships with donors and the broader community; answers enquiries and provides information to internal and external stakeholders; makes presentations about the collection; coordinates requests for access for research and loans; processes requests for copies of photographs and documents and makes recommendations regarding collections policies and procedures; updates collections procedural manuals, forms and related documents. The position also oversees and participates in packing and transporting of objects from the collection; follows and communicates proper and responsible handling of objects; reports condition issues to the Museum Conservator. The Assistant Curator also plans, assigns, trains and supervises the work of auxiliary staff engaged in cataloguing, research and related tasks; provides training for the Museum's interpretive staff and volunteers; and interviews, selects and directs the work of volunteers. He/she assists in preparing the section's budget estimates; monitors expenditures for activities pertaining to the acquisition, research and documentation of the collection; and monitors and purchases related supplies. Burnaby Village Museum produces outreach and on-site exhibits, including developing recreated heritage environments. The Assistant Curator assists with the preparation of exhibits; suggests themes, prepares plans and storylines; assists in the selection of images and artifacts; assists with installation of exhibits; and performs related work as required

Qualifications include University graduation in a discipline appropriate to museum work, preferably supplemented by courses related to collections management plus sound related experience, or an equivalent combination of training and experience. Considerable knowledge of collections management best practices, methods, and registration techniques, including those relating to acquisition, identification, and cataloguing of museum artifacts, archive records and library material; of collection management software, collection data standards and digital asset management. Considerable knowledge of privacy legislation and collections ethics would be an asset. Sound knowledge of hazards within the collection. Working knowledge of the history of British Columbia and the Lower Mainland in the 20th century and material culture history as related to the work performed. Ability to use judgement in determining the relevance of material to the collection's mandate and priorities; to coordinate multiple, complex projects simultaneously; to implement and monitor safe work practices; to conduct research and to prepare reports, didactic panels and related informational material; to make written and verbal presentations; to implement and administer a variety of procedures related to documenting, storing and handling of museum artifacts, archival records and library material; to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the museum on external committees as required; to plan, assign and supervise the work of auxiliary staff engaged in handling and storage of artifacts, recordkeeping, research and data entry and to direct the work of volunteers; to lift and move artifacts. Driver's License for the Province of British Columbia is required.

SALARY: \$5,547 – \$5,778– \$6,020– \$6,284– \$6,550/month (Pay Grade 24)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly
SPECIAL NOTES: Subject to Note 'U' of Schedule 'B' of CUPE 23 Inside Division Collective Agreement

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50002470

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
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