

Parks, Recreation and 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 November 6, 2019 and must be received by 4:45 PM on **Monday, November 18, 2019** quoting:

Competition No: 2019-241

Reporting to the Museum Services Supervisor, this is professional curatorial and administrative work at the Burnaby Village Museum. The Museum Curator is responsible for the acquisition, identification, documentation, security, and maintenance of complex artifacts and archives. The position also oversees and conducts research and provides historical information and related assistance to staff, the public and other museums and institutions. Plans and develops displays and exhibitions; assists in coordinating the construction, assembly, completion and maintenance of same. Participates in the preparation of the operational budget; administers and monitors approved budgets. Maintains effective liaison and working relationships with a variety of contacts, non-profit organizations and volunteers. Prepares and maintains work records and reports; oversees and secures curatorial operational and project grants, sponsorships and donations; controls use of funds received and reports appropriately to funding bodies. Conducts research on historical background for artifacts and archival material and provides historical and technical information to the public, staff and external contacts. Plans, assigns and supervises the work of one or more staff engaged in collections, research, design and related tasks and oversees the work of volunteers. Performs related work as required.

Qualifications include University graduation in History, Museum Studies or related disciplines, preferably some post-graduate training including emphasis on BC Lower Mainland history, and sound related curatorial experience, or an equivalent combination of training and experience. Considerable knowledge of the methods, practices and techniques used in the acquisition, identification, cataloguing, maintenance, security, conservation and restoration of artifacts and archival material; and of the methods and practices used in the development, planning, production and implementation of displays and exhibitions. Ability to develop and implement policies, plans and strategies related to curatorial resources; to conduct historical research, write grant applications and prepare related reports and records; to develop and monitor the operating budget for the curatorial section; to perform all curatorial tasks under general supervision; to collect, plan, assign and supervise the work of one or more staff engaged in collections and research tasks; and to establish and maintain effective relationships with internal and external contacts. Driver's License for the Province of British Columbia and Firearms certification are required.

SALARY: \$6,020 – 6,284 – 6,550 – 6,822 – 7,115/month (Pay Grade 26)
STATUS: Temporary Full Time to November 18, 2020
SCHEDULE: 70 hours bi-weekly
SPECIAL NOTES: Subject to Note 'U' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

Applicants under consideration will be required to consent to a Criminal Record Search.

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: 50002469

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2