

Employment Opportunity



Oliver & District Heritage Society

PO Box 847, 430 Fairview Road

Oliver, BC V0H 1T0

www.oliverheritage.ca

Curator

Full Time (35 hrs/wk)

Salary: \$37,400 - \$40,770 annually (contingent upon experience) plus allowance in lieu of benefits

Start Date: April 2021

Deadline for application: March 18, 2021

The Oliver and District Heritage Society (www.oliverheritage.ca) operates a Museum and Archives in Oliver BC, a rural town in the South Okanagan valley known for its unique climate and agriculture production – primarily fruit and wine. Nearby communities include Osoyoos, Penticton, Okanagan Falls, and Kaleden. Our collection deals primarily with items from Oliver and RDOS District area C.

Primary duties: The successful candidate will, under the direction of the Executive Director,

- maintain both the artifact and archival collections (including all aspects of record-keeping using PastPerfect software)
- assist in the development, planning, and delivery of educational and public programs
- manage social media, marketing, and promotion of events and programs
- establish and maintain community partnerships
- monitor and maintain storage environments
- research, design, install, and maintain exhibitions/displays both at the museum and in the community
- develop and manage collections, program, and special project budgets
- help maintain built heritage assets and develop and implement plans for long term preservation as needed
- supervise summer students, interns, volunteers, and contract staff
- provide regular reports to the Board of Directors
- assist with improving diversity and inclusion in exhibits, publications, programs, hiring, and collections

Other job duties may include but are not limited to: policy development and implementation, providing museum and archival services to the public, leading programs on and off site, responding to research requests, representing the Society at public functions, gift shop inventory and sales, building maintenance and housekeeping, administrative support, board and/or committee support, and front-of-house duties.

This position offers opportunities for ongoing training and professional development, a small, close-knit team work environment, the chance to gain experience in a multitude of work tasks, and the opportunity to make a positive impact both in the community and in museum and archival collections, exhibits, and content.

Qualifications: The ideal candidate will have completed a post-secondary degree and have some experience working in the heritage sector. Education in museum or archival studies or a working knowledge of museum principles and practices is preferred. The ideal candidate is a dedicated team player who demonstrates values of collaboration, responsibility, humility, attention to detail, humor, adaptability, willingness to learn, and readiness to take direction and receive project feedback. They should be comfortable working independently and have strong computer literacy, organizational and interpersonal skills, and an exceptional ability to communicate orally and in writing. Experience in PastPerfect collections software, collections management, or graphic design, and familiarity with Syilx Okanagan Nation history and/or Indo-Canadian history are assets for this position. Access to a reliable means of transportation is required.

The Oliver & District Heritage Society is an equal opportunity employer and encourages applications from all qualified candidates. All genders, Indigenous or BIPOC people, people with disabilities, and members of underrepresented groups are encouraged to apply.

Application deadline: **March 18, 2021 at 11:59 pm.** Please submit resume and cover letter by email to:

Executive Director

Julianna Weisgarber

info@oliverheritage.ca

Mailed applications will not be accepted.