

GREATER VERNON MUSEUM AND ARCHIVES

Vernon, BC, Canada

Employment Opportunity

The Greater Vernon Museum and Archives (GVMA) is seeking energetic team members to drive our process of organizational restructuring. These are exciting times of change and great expectations at the GVMA. New employees will engage community stakeholders in Greater Vernon to tell stories and explore historical narratives that enhance local culture.

Job Title

CURATION AND PROGRAMS MANAGER

Position Summary

Provide leadership to develop storylines and themes that shape the displays, exhibitions and programming of visitor experience. Oversee the conservation, display and circulation of collections and archival resources. Provide direction to museum coordinators with respect to visitor experience and programming.

Provide leadership and set direction for research and collection management of the Archives.

Responsibilities:

- Supervise cataloging, storage, and retrieval systems for archival resources;
- Engage community partners in order to identify GVMA archival research priorities;
- Provide direct and personal service to enhance visitor experience;
- Support development of curriculum resources in collaboration with local educators;
- Network with academic, museum and gallery organizations to enhance regional collaboration;
- Develop curatorial vision to guide major exhibitions, displays and utilization of museum facilities;
- Integrate artifacts and archives with a variety of media to enhance interactive visitor experience;
- Supervise and direct programming efforts of museum coordinators.
- Demonstrate respect for the principles of equity, diversity, accessibility, and reconciliation;

Qualifications:

- Excellent communication skills;
- Training and/or experience with artifact and/or archival collection management and conservation;
- Advanced information technology skills, with preference for: database management, graphic design, desktop publishing, video and photo editing, and web tools;
- Curation experience and training in heritage-based museums, historical sites and/or galleries;
- Proven success in utilizing community engagement strategies to formulate curatorial vision in one, or more, museums, galleries and/or historical sites;
- Bachelor's degree with a concentration in one, or more, of the following areas:
 - Museology, Heritage Conservation & Management, Archival Management
 - History, Sociology, Anthropology, Archeology, Education
 - Fine Arts, Design, Architecture
- Drivers' License and access to a vehicle is required.
- Criminal record check with advanced screening will be required.

Position Terms

The full set of duties associated with this position make up a full-time, 35 hour per week, position from Tuesday to Saturday, with some evenings and schedule variability due to special events and programming.

The GVMA will consider applications from candidates interested in full-time, or part-time positions associated with these responsibilities. Candidates interested in part-time duties are expected to state it in their cover letters. Preference will be given to full-time candidates qualified to perform the full range of duties.

The curation and programming portion of this position is 0.6 FTE or three days per week, and the archival portion is 0.4 FTE, or two days per week. The pay rate is higher for curation and programming. Final decisions for FTE, salary and work schedule will be negotiated based on candidates' qualifications and GVMA organizational needs.

Application Process

To apply for this position please submit the following materials via email attachment in PDF format:

- Cover Letter
- Resume
- Original Writing Sample: 2 pages, 600-1000 words, Topic: "Ways to engage community stakeholders to develop curatorial vision for exhibitions and programs in not-for-profit cultural organizations"
- Copies of Certificates or Diplomas -- *combined as a single PDF file*
- Drivers abstract
- Contact details for at least 3 references

Applications will not be considered unless all materials listed above are included in a single email.

Please type **Curation and Programs Manager** in the subject line and send your email and all supporting documents to hr@vernonmuseum.ca The GVMA thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please. Questions may be forwarded to the email above.

Application due date for first consideration: 1:00 PM PST, Monday, September 16, 2019

Note: applications may be accepted until position is filled.