



Powell River Historical Museum and Archives Association

Cultural Curator Position

Status: Full-time, 35 hours per week.

Closing date: Applications will be accepted until 4:00 pm PST, Thursday, January 31, 2019.

Start date: April 1, 2019.

Salary Range: \$18.00 to \$25.00 per hour depending on qualifications, plus benefits.

The Powell River Historical Museum and Archives Association (www.powellrivermuseum.ca) acquires and preserves artifacts, specimens and associated information relevant to the history of the region. The region includes the area from Jervis Inlet to Desolation Sound and adjacent islands (Texada, Harwood, and Savary, among others). The Association operates the Historical Museum, the Forestry Museum, and the Archives. The collections and exhibits are housed in 3 buildings on Marine Avenue (Highway 101) at Willingdon Beach, Powell River, British Columbia, Canada.

The **Historical Museum** houses 260m² of exhibits that reflect the cultures of the Powell River region. The Museum has displays depicting *Tla'amin* Nation culture (Coast Salish), the Powell River Company paper mill, life in the community, military, notable people, and many other small presentations. The Museum maintains a close relationship with the *Tla'amin* community and encourages the promotion and preservation of all aspects of *Tla'amin* cultural heritage. The Museum has a small Gift Shop featuring Coast Salish weaving and carvings. Collections include about 8,000 objects, and about 500 biological specimens. The archives, housed in the administration building, contain about 175,000 images, 95 metres of archival fonds, and 2,000 maps and blueprints.

The **Powell River Forestry Museum** is located at Willingdon Beach across Highway 101 from the Historical Museum. The building provides about 180m² of displays and covers forestry operations from hand logging times through steam donkeys, rail, and chain saw periods. The chain saw exhibit includes several rare vintage models and some 2-man chain saws that were among the largest made.

Cultural Curator

Duties: Reporting to the Collections Manager, the Cultural Curator documents, preserves, and provides access to archival, archaeological, and collection materials pertaining to *Tla'amin* heritage.

The incumbent is responsible for:

- All aspects of the archival, archaeological, and object collections of *Tla'amin* origin.
- Maintaining relevant parts the collections database by updating data associated with *Tla'amin* heritage. Including data entry, documentation of the collections, nomenclature, and retrieval of data.
- Implementing museum collection policy and procedures pertaining to collection life cycle, including acquisition, preservation, digitization, collections database, loans, and deaccessioning of museum objects and documents.
- Maintaining and furthering the Museum relationship with the *Tla'amin* community through participation in *Tla'amin* cultural events and practices.
- Responding to public inquiries and research requests for information about *Tla'amin* heritage contained in the museum collections or archives.
- The visitor experience including developing exhibits on and off site, content of museum exhibits, website, and social media.
- Delivering public presentations on topics of local historical relevance.
- Assisting with operating the Museum gift shop.
- Assisting with public programming including the planning, content and staffing of festival booths, museum workshops, school tours, etc.
- Assisting with the preparation of applications and reports for grants, monthly meetings of the Board, the AGM, and for various levels of government, as required.
- Liaising with other staff and assisting in operations as required.
- Assisting with planning and implementation for the redevelopment of the museum, archives, storage, and exhibit facilities.
- Overseeing temporary staff including contractors, summer students, and volunteers.
- Assuming the role of Acting Collections Manager, on occasion, in the absence of the Collections Manager.

Qualifications

We are seeking an individual who possesses a commitment to customer service and is able to work effectively in a changing and innovative environment. The incumbent will possess:

- Post-secondary education in a relevant discipline (e.g. museum/curatorial studies, culture, history, anthropology, archival studies) with 2-3 years working experience in a museum or archives. Equivalent experience considered.
- Considerable knowledge of museum principles and practices, artifact documentation and database standards, preventive conservation, and object care and handling.
- Considerable knowledge of *Tla'amin* culture with ability to speak the *Tla'amin* language preferred.
- Knowledge of any cultural protocols surrounding Museum objects of *Tla'amin* origin.
- Knowledge of archival practices and concepts, procedures, RAD, legislation, methodology and techniques.
- Experience managing budgets and projects.
- Experience overseeing the planning, development and presentation of exhibits; including online exhibits, and public programs.
- Strong knowledge of the online environment, including experience using major social media platforms (e.g. Facebook, Instagram, Twitter, and others).
- Strong time management skills to coordinate activities and adhere to planning process timelines.

- Excellent knowledge of computer applications in both PC and Apple environments (MS Office, Word, Excel, Outlook, Photoshop, PowerPoint, and Adobe Acrobat).
- Experience using collection management databases (*PastPerfect* collection management software).
- Personal characteristics include creativity, flexibility, organizational and analytical skills, and excellent verbal and written communications.
- Excellent interpersonal skills and a high degree of professionalism, discretion and confidentiality.
- The ability to excel as part of a team. A self-starter who enjoys working in groups.
- Previous experience with *Tla'amin* collections would be beneficial.
- A valid driver's license from their province of residence (a driver's abstract will be required by the successful applicant).
- Acceptable criminal record check.
- Partial weekend and occasional evening work will be required.
- Applicant must be legally entitled to work in Canada.

Eligibility

Preference will be given to Canadian citizens of *Tla'amin* ancestry.

While we appreciate all applications, only those selected for an interview will be contacted.

To apply for this position

Please e-mail your CV, a cover letter and three references to: bertfinnamore@powellrivermuseum.ca
Put Cultural Curator Position in the subject line.