

The Museum Curator is responsible for the day-to-day operation of the Maple Ridge Museum and Haney House Museum for the Maple Ridge Historical Society [hereafter referred to as MRHS]. The Museum Curator reports to the Museum Director. S/he is responsible for managing an annual budget and work plan, as approved by the Director.

Museum Curator is committed to the collection and preservation of the material history of Maple Ridge: using professional documentation and conservation standards, to preserve archival materials, while providing access to them for present and future generations.

Responsibilities:

MUSEUM SERVICES

- Responsible for the development, conservation and documentation of the community's collections of artifacts, specimens, and archival materials.
- Plan, develop, and implement exhibitions and displays.
- Conduct historical research and prepare archival findings for publication and dissemination.
- Provide research and reference services.
- Assist with the development and implementation of community heritage events and programs.
- Provide community access to the museum through organized group and drop-in public tours.

FINANCE & ADMINISTRATION

- Supervise, train and evaluate junior staff and volunteers in accord with MRHS policies.
- Prepare departmental budget annually with Operations Committee and Director.
- Monitor receipts and expenditures and cash flow; report to the Director at regular meetings, or as requested.
- Facilitate annual strategic planning process with Museum Committee and board involvement, including review of operating grant agreement.
- Bring all appropriate issues, including policy decisions to the director in a timely manner so that they are addressed and resolved.
- Apply, in a timely fashion, and write all summer student funding grants from federal government sources as well as project grants as needs arise; keep Director informed of outcomes.

- Research potential new sources of funds for new and existing programs; bring to Director for decision to apply.
- Write and revise policy as required/directed by the Director.
- Act as a liaison to the City of Maple Ridge as required.

MRHS SUPPORT

- Work with the MRHS to ensure that the agency has a visible and effective public image by regular use of the media, speaking engagements before service clubs/organizations, and presence at all appropriate public functions.
- Enable staff and volunteers who interact with the public to do so in an informed and effective manner.
- Attend and provide staff support for Operations Committee meetings.
- Assist MRHS Program Committee with annual public event planning and implementation.
- Attend other Historical Society meetings as requested by the Board.

QUALIFICATIONS

- Minimum five years' experience in museum management, including collections management and exhibit development; experience supervising paid staff and volunteers; experience working with a board of directors.
- Bachelor of Arts or Masters/diploma in Museum Studies field
- Working knowledge of not-for-profit fiscal management, including budgeting and grant writing.
- Class 5 Drivers license.
- Demonstrated ability in public speaking, clear and effective written and oral communication, and effective group skills.
- Computer skills: proficient in MS Office, WordPress and all social media platforms.
- Personal stability, maturity, optimism and a sense of humour.

35 hours/week

Salary: \$29.00/hr, with benefit package

Send cover letter and resume in ONE PDF document to Museum Director:

mrmuseum@gmail.com

DEADLINE: April 22, 2018