



District of Vanderhoof

Position Description

Position: Heritage Curator
Department: Museum & Tourism
Reports To: Deputy Director of Community Development

CLOSING DATE: April 28th, 2017

ESTIMATED WORK PERIOD: May 1 – October 31, 2017

WAGE: \$22/hr

ROLE STATEMENT

The Curator will be responsible for managing the museum site and Visitor Centre.

SKILLS

- Ability to work independently and exercise independence in judgement
- Ability to interact effectively with staff, external groups and organizations including community groups and the general public
- Knowledge of Vanderhoof history and tourism information
- Possess excellent oral and written communication skills

DUTIES

- Supervise and train Heritage Interpreters on how to perform guided tours of museum
- Liaise with and take direction from the Historical Society on museum operations, projects, and directives
- Manage cataloguing, photo documentation, deaccessioning and updating artifact database records
- Manage the research, development, testing, and implementation of heritage programs & displays
- Manage Visitor Centre operations
- Plan and implement museum events
- Perform light maintenance and cleaning in the museum buildings and grounds
- Perform other related duties

QUALIFICATIONS

- Graduated from a post-secondary institution within the past 24 months
- Preference may be given to those with previous work or volunteer experience in a museum
- You should be familiar with the theory and principles of museum operations
- Familiar with the Microsoft Office and Adobe Creative suite of products
- Clean Police Criminal Record Check
- Must be between the ages of 16 and 30

Please send completed application form (found on vanderhoof.ca) and resume to Hilary Irvine by April 28th at hilaryirvine@district.vanderhoof.ca

Position is subject to funding