



293 City Centre
Kitimat BC V8C 1T6
Phone: (250) 632-8950 Fax: (250) 632-7429
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Website: www.kitimatmuseum.ca

Manager, Collections & Programming, Job Description

Education and Experience:

Arts degree supplemented with museum studies, and other certificates and programs. Minimum of 3 years' experience working in an exhibition centre/art gallery, archives, and/or community museum – trained and experienced in museum collections documentation and archival arrangement and description, programming, and volunteer/staff supervision.

All employees' responsibilities include:

- * The security of the building and all that is kept within.
- * Opening the Museum and recording visitation and other details as required by the current Museum statistics sheet.
- * Staff coverage during Museum open hours. The main floor office desk must always have a minimum of one person on duty.
- * Writing for the Museum's quarterly newsletter.
- * Setting up and working at receptions and other Museum events as needed.
- * Assisting and fulfilling Board requests as directed by the Executive Director.
- * Using the word processing, spreadsheet, and database programs at the Museum for all projects and navigating within a Windows environment.
- * Navigating the Internet and use e-mail.
- * Delivering exhibition posters.
- * Photocopying newsletters and flyers.

Duties:

- ∞ Conserves and documents archival and artifact collections.
- ∞ Manages the collections database including editing control lists, monitoring data input, troubleshooting, and training/supervising collections data entry staff.
- ∞ Budgets and monitors collections and programming supplies. Order as needed as per annual budget.
- ∞ Issues gift agreements for approval by Executive Director and Acquisitions Committee.
- ∞ Develops policies and procedures with the Executive Director for collections, research, photo-reproduction, exhibition, and educational programming.
- ∞ Assists with the development of collections finding aids.

- ☞ Assists contract archivists.
- ☞ Plans, researches, prepares, installs, maintains, and strikes temporary and permanent exhibits.
- ☞ Assists with grant writing and writes grants and correspondence when needed.
- ☞ Works with Research & Marketing to write and distribute PSAs and press releases.
- ☞ Creates, plans, and coordinates educational programming.
- ☞ Coordinates contractors and schedules class bookings.
- ☞ Plans and implements curriculum-based school tours.
- ☞ Assists with planning and delivering Museum events (i.e., openings, speakers).
- ☞ In charge of staff, summer staff, volunteers, and all activities when the Executive Director is out of the building, or as needed.
- ☞ Obtains and supervises volunteers and staff when needed.
- ☞ In the absence of the Gift Shop/Office Manager or as needed, prepares staff payroll, obtains appropriate signatures, and emails payroll to the District of Kitimat as needed.
- ☞ Assists with deposit preparation and office management.

The Manager, Collections & Programming, has a comprehensive municipal benefits package, and an annual vacation up to three weeks, first-year by accrual.