



293 City Centre
Kitimat BC V8C 1T6
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Manager, Collections and Programming Permanent Full Time

Background

The Kitimat Museum & Archives is a progressive community museum operating a small two-floor multi-purpose facility for community and natural history and visual arts for Kitimat. The Museum maintains contemporary and traditional holdings for the Haisla Nation.

Kitimat is a small rural community situated near the ocean at the head of Douglas Channel in the BC Northwest region on the unceded ancestral territory of the Haisla Nation. The town maintains a population of approximately 9,000, with a tax base and economy generated by the aluminum smelter and more recently, the liquefied natural gas industry. A feasibility study is now underway to explore a shared museum facility with the Haisla Nation.

Museum operations are funded primarily by the District of Kitimat with additional funding received from the BC Arts Council, the Province of BC, and Government of Canada. Arts and history educational programming is provided to Kitimat schools, and an annual program of history and arts exhibitions takes place in the upstairs gallery.

The Museum collection continues to grow with both museological and archival holdings and visual arts that together tell the story of Kitimat's natural and cultural history. Increasing public access is a priority while maintaining museological standards as per custodial responsibility. Access is provided online and in person to artifacts on display, information files, photographs, documentary materials, and a teaching collection.

Overview

- Permanent, Full time, 35 hours weekly, non-union
- Compensation: \$35/Hourly to a total of \$63,700 gross annual income with annual increases.
- Comprehensive benefits package includes BC Municipal Pension.

Reporting to the Executive Director, the Manager of Collections and Programming will:

- Manage all collection systems including accessioning, deaccessioning, storage, and the collections database (DB Textworks Inmagic) with Online Collections for public access. Database maintenance includes identifying collections database inefficiencies and global changes.
- Maintain and improve the Museum's educational programming in visual arts, craft, and natural/community history and culture.

- Lead and manage local tours and on-site educational programs.
- Direct collections and educational staff and manage educational contractors.
- Be part of a team to create in-house permanent exhibits and the quarterly newsletter
- Set the temporary exhibition schedule with visual artists, historical and cultural offerings, and travelling exhibits.
- Work effectively in a supportive and collaborative work environment.

The Manager of Collections and Programming oversees facility operations when the Executive Director is out of the office. This is a management position with potential to become the Executive Director when the current ED retires in 2025.

Qualifications

- Arts degree supplemented with museum studies and other certificates and programs.
- Minimum of 3 year's experience working in a museum.
- Experience in collections management and exhibition creation and planning.
- Advanced skills in collections database software and Microsoft Office.
- Archival collections management knowledge is an asset.
- Managerial, supervisory, and/or budgeting experiences are assets.

To Apply

Submit a resumé with covering letter by the end of the day (12 midnight), Friday, November 25, 2022, to lavery@kitimatmuseum.ca, Attention: Selection Committee.

The Kitimat Museum & Archives is committed to diversity, equity, inclusion, and cultural safety. It is an equal opportunity employer and encourages applications from all qualified candidates. All applicants will receive a response.