

Job Title: **Exhibits Curator**

Location:

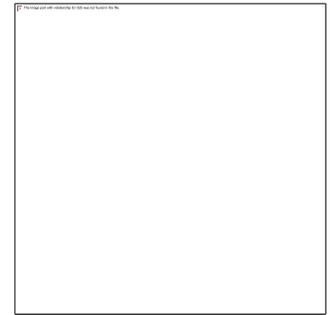
Thunder Bay Museum

425 Donald Street E., Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801 Fax: (807) 622-6880

Email: director@thunderbaymuseum.com

Web: www.thunderbaymuseum.com



Duration: Permanent, 35 hours per week

Salary: \$40,000 + Extended Health and Dental

The Thunder Bay Museum is a medium-sized, not-for-profit institution with a staff of eight. It was founded in 1908 as a historical society but, over time, developed museum and archival functions. Though not part of the City of Thunder Bay, the Museum receives municipal funding and acts as the city's history museum. Its geographical mandate, however, encompasses all of Northwestern Ontario.

Job Summary

The Exhibits Curator will have overall responsibility for the design, fabrication, installation, and maintenance of the Museum's exhibits. This will include the budgeting, resource procurement, volunteer management, project management, and reporting. Will assist the staff with the setup and tear down of traveling and temporary exhibitions. The position will also be expected to dedicate 25% of their schedule to assisting the Curator/Archivist and Registrar with artifact movement, cataloging, research, and other curatorial tasks.

Primary Relationships

Reporting to the Curator/Archivist, the primary responsibilities include:

- Assisting the Curator/Archivist with the care, development and enhancement of the Museum's exhibits.
- Overseeing the fabrication, installation, set up and tear down of exhibits, as well as exhibit related graphic design.
- Overseeing the work of volunteers assisting with exhibit set up.
- Helping to generate and develop an ongoing programme of permanent and temporary exhibit installations.
- Assisting the development and display of travelling exhibitions.
- Assisting the use of the collections for display purposes and providing and monitoring the historical content of displays and labels.
- Developing and maintaining effective partnerships with those who can enhance the Thunder Bay Museum and its exhibits.
- Helping the Executive Director and other staff to establish the directions, goals and priorities of the Thunder Bay Museum.
- Assisting the Executive Director in policy development, and budget preparation and implementation.
- Helping to ensure the protection and preservation of the collections in storage and on exhibit.
- Participating in fundraising and other special events organized by the Museum.

Candidate Profile:

The successful candidate will have:

- Experience working in a curatorial role in a museum, with an emphasis on exhibit design and fabrication;
- An understanding of present-day technologies would be asset;
- Proven planning and organization skills;
- Experience working with and motivating volunteers;
- High energy and initiative and a willingness to work hands-on; must be capable of lifting overhead

weights of up to 23kg;

- Excellent written and oral communication skills;
- Administration, organizational and budgetary skills;
- The ability to inspire and motivate others;
- Patience, persistence, and an ability to work with others in good humour;
- Proven experience in carpentry and electrical wiring;
- The capacity to manage multiple projects at the same time.

Qualifications Desired:

- A combination of any of the education and skills below will be considered
 - o A university degree or higher in museum studies or public history, graphic design, decorative arts, or related field
 - o Red Seal certification or coursework towards – general carpenter, cabinetmaker, or electrician

Applications:

Resume with covering letter emailed or dropped off to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

Only applicants selected for interview will be contacted

Deadline:

Friday, 21 August 2020 by 5:00pm

Our Community:

Thunder Bay has a long history beginning with the first peoples some 10,000 years ago and continuing through the fur trade and industrial eras. Today, it's a vibrant urban community with a metropolitan population of more than 120,000. It's built on the shores of Lake Superior and its citizens have ready access to hundreds of inland lakes and recreational areas. The U.S. border is only an hour's drive to the south and both Minneapolis and Winnipeg are within a day's drive. Thunder Bay is home to major industries, such as Bombardier and Resolute Forest Products, but it also boasts centres of higher learning such as Lakehead University, Confederation College and a school of medicine that is adjunct to a modern acute care hospital. The city has live theatre, a symphony orchestra, several museums and galleries, an auditorium that hosts world-class acts, and a lively cultural scene – its annual Blues Festival rivals any of its kind. Some of Thunder Bay's restauranters are world class. Real estate prices are among the most affordable in Canada for cities of comparable size. For more information, check out the City of Thunder Bay's website at www.thunderbay.ca.