

# Exhibits Curator

Temporary Full-Time

Location:

**Thunder Bay Museum**

425 Donald Street East, Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801

Email: [director@thunderbaymuseum.com](mailto:director@thunderbaymuseum.com)

Website: [www.thunderbaymuseum.com](http://www.thunderbaymuseum.com)



**Position Type:** Temporary Full-Time Contract

**Hours:** 35 hours per week

**Anticipated Term:** 10 August 2026 to September 2028

**Salary:** \$46,000

## JOB SUMMARY:

The Thunder Bay Museum is seeking a Temporary Full-Time Exhibits Curator to support the design, fabrication, installation, interpretation, maintenance, and renewal of the Museum's permanent, temporary, and travelling exhibitions.

Reporting to the Curator/Archivist, the Exhibits Curator will help develop and maintain a strong, accessible, engaging, and historically grounded exhibition program. The position includes exhibit planning, design, fabrication, installation, graphic preparation, budgeting, procurement, contractor and volunteer coordination, project documentation, and exhibit maintenance. The Exhibits Curator will also assist with artifact movement, research, collections access, display preparation, and other curatorial duties as required.

This position requires a combination of curatorial knowledge, practical fabrication skills, project management, creativity, historical research, and a strong commitment to public history, accessibility, inclusion, and community engagement.

## PRIMARY DUTIES:

Reporting to the Curator/Archivist, the Exhibits Curator will:

- Assist with the care, development, maintenance, and enhancement of the Museum's permanent, temporary, and travelling exhibitions;
- Lead or support the design, fabrication, installation, set-up, tear-down, and maintenance of exhibitions;
- Prepare or coordinate exhibit-related graphic design, text panels, labels, mounts, display materials, and interpretive supports;
- Assist with the development of accessible, inclusive, historically accurate, and visitor-centred exhibition content;
- Help generate and develop an ongoing program of permanent, temporary, community-based, and travelling exhibitions;
- Coordinate exhibit-related contractors, volunteers, interns, and project assistants as required;
- Assist with the safe movement, handling, mounting, and display of artifacts, archival

- materials, reproductions, and interpretive objects;
- Work with curatorial staff to ensure that collections on display are appropriately protected, monitored, documented, and preserved;
- Assist with historical research, label writing, object selection, image research, rights documentation, and exhibit documentation;
- Support the installation and deinstallation of incoming and outgoing travelling exhibitions;
- Help monitor exhibit condition, visitor experience, lighting, security, environmental considerations, and maintenance needs;
- Assist with exhibit budgets, procurement, scheduling, project tracking, and reporting;
- Develop and maintain effective relationships with community partners, lenders, artists, historians, Indigenous partners, contractors, volunteers, and others who may contribute to the Museum's exhibition program;
- Contribute to the Museum's broader planning, policy, fundraising, grant, public programming, and special event work as required;
- Occasionally assist with education, outreach, public programs, front-of-house, administrative, or special event duties where operationally necessary.

#### CANDIDATE PROFILE:

The successful candidate will have:

- Experience working in a museum, gallery, heritage, cultural, educational, design, fabrication, or related environment;
- Experience with exhibit planning, design, fabrication, installation, maintenance, or interpretation;
- Strong project management, planning, organizational, and time-management skills;
- Strong written and oral communication skills;
- Experience preparing exhibition text, labels, interpretive materials, or public-facing educational content;
- Proficiency with current office, design, and digital technologies;
- Graphic design experience or demonstrated ability to prepare exhibit-ready visual materials;
- Experience working with contractors, volunteers, students, interns, or community partners;
- Ability to manage multiple projects and deadlines at the same time;
- Practical experience in basic carpentry skills, painting, using hand tools, basic power tools, shop equipment, or exhibit fabrication materials;
- Ability to work both independently and collaboratively;
- Sound judgement, patience, flexibility, attention to detail, and a good-humoured approach to problem-solving;
- Commitment to accessibility, inclusion, anti-racism, reconciliation, and respectful community engagement.

## CONSIDERED ASSETS:

The following are assets, but are not required:

- Certificate, diploma, or degree in museum studies, public history, history, curatorial studies, art history, design, heritage studies, Indigenous studies, or a related field;
- Coursework, training, or experience in carpentry, cabinetmaking, electrical work, lighting, mount-making, conservation, collections care, or exhibit fabrication;
- Demonstrated knowledge of Northwestern Ontario history;
- Knowledge of Anishinaabe culture, history, communities, and protocols;
- Ability to speak or read Anishinaabemowin;
- Fluency in French;
- Experience working respectfully with Indigenous, black, racialized, newcomer, 2SLGBTQ+, disability, or other equity-deserving communities in a museum or cultural context;
- Experience with PastPerfect, collections management systems, volunteer management software, Adobe Creative Suite, Canva, SketchUp, or similar software;
- Experience with grant-funded projects, travelling exhibitions, community-curated exhibits, or heritage interpretation.

## WORKING CONDITIONS:

### **Physical Demands:**

The position may require lifting, carrying, bending, crouching, crawling, climbing, standing for extended periods, sitting for extended periods, and performing manual labour-related tasks. The position may occasionally require lifting up to approximately 22 kg. Physical requirements will be considered in accordance with the Museum's duty to accommodate under applicable law.

### **Environmental Conditions:**

Work may occur in offices, galleries, collections areas, storage areas, workshops, off-site locations, and areas that may be dusty, dirty, cold, hot, or otherwise affected by environmental conditions. The incumbent may occasionally encounter allergens, irritants, animal-related materials, loud noises, or temperature variation. Personal protective equipment may be required.

### **Sensory Demands:**

The role may require regular use of sight, hearing, touch, and smell for exhibit installation, fabrication, collections handling, inspection, and public-facing work.

### **Mental Demands:**

The position requires managing deadlines, multiple projects, public expectations, competing priorities, detail-oriented work, and occasional urgent operational needs.

### **Schedule:**

The standard work week is 35 hours. Some evening, weekend, or special event work may be required, with scheduling handled in accordance with Museum policy.

#### ONTARIO HUMAN RIGHTS CODE:

The Thunder Bay Museum is committed to fair, respectful, inclusive, and accessible recruitment practices.

In accordance with the Ontario Human Rights Code, the Museum does not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity, gender expression, or any other protected ground.

Applicants should not include unnecessary personal information with their application. Please do not submit:

- Photographs;
- Date of birth;
- Marital or family status information;
- Driver's licence copies;
- Health information;
- Police records checks;
- Any identification documents not specifically requested.

The Museum will request any required documentation from the successful candidate at the appropriate stage of the recruitment process.

#### ACCOMMODATION:

Reasonable accommodations are available upon request for all parts of the recruitment process. Applicants are invited to let us know if they require accommodation to participate fully and fairly.

#### APPLICATIONS:

Resume with cover 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](mailto:director@thunderbaymuseum.com)

Only applicants selected for an interview will be contacted.

#### DEADLINE:

Friday, 29 May 2026, by 5:00 p.m. Eastern Time

#### EMPLOYMENT EQUITY:

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of racialized communities, women, 2SLGBTQ+ persons, newcomers, and others who may contribute to a more diverse and inclusive workplace.

Applicants must be legally entitled to work in Canada.

**About the Thunder Bay Museum:**

The Thunder Bay Historical Museum Society was founded in 1908, with the Museum established in 1942. Today, the Society operates The Thunder Bay Museum, archives, and historical society from a designated heritage building in downtown Thunder Bay. The Museum preserves and shares the history of Thunder Bay and Northwestern Ontario through collections, exhibitions, publications, education, public programs, community partnerships, and research.

The Society is an independent, not-for-profit organization that works with municipal, provincial, federal, community, and private partners to preserve and interpret the region's history for present and future generations.