

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: Fix Term Contract, 35 hours per week, Parental Leave Backfill, September 2024 through October 2025

SALARY: \$42,000

JOB SUMMARY:

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

PRIMARY DUTIES:

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

- Assisting the Curator/Archivist with the care, development, maintenance, 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 contract staff and volunteers assisting with exhibit set up;
- Helping to generate and develop an ongoing programme of permanent and temporary exhibit installations;
- Assisting with the development and display of travelling exhibitions;
- Assisting with the use of the collections for display purposes and providing and monitoring the historical content of displays and labels;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, budget preparation, and project implementation;
- Helping to ensure the protection and preservation of the collections in storage and on exhibit;
- From time to time assist with educational programming and administrative work in place of other staff;
- 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 or similar institution, with an emphasis on exhibit design and fabrication;
- Proficiency with present-day technologies and software;
- Proven experience and proficiency in graphic design;
- Proven planning and organization skills;

- Experience working with and motivating volunteers;
- 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 the use of hand tools and power tools;
- The capacity to manage multiple projects at the same time.

CONSIDERED ASSETS:

- Certificate, degree, or diploma in museum studies or equivalent;
- Certification or coursework toward – general carpenter, cabinetmaker, or electrician;
- Fluency in French;
- Knowledge of Anishinaabe culture and history;
- Ability to speak or read Anishinaabemowin;
- Experience working with BIPOC and 2SLGBTQ+ communities in a museum context;
- Experience with volunteer management software;
- Demonstrated knowledge of Northwestern Ontario history.

WORKING CONDITIONS:

1. **Physical Demands:** This position involves physical exertion produced by the incumbent in carrying out the position's responsibilities beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawl, crouch, climb, lift, carry, and do manual labour-related tasks. It also involves extended time sitting, walking, and standing.
2. **Environmental Conditions:** This includes conditions in the work environment that have the potential for a negative physical impact on the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear PPE (personal protective equipment) to mitigate these risks.
3. **Sensory Demands:** Sensory demands are intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties regularly.
4. **Mental Demands:** Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

ONTARIO HUMAN RIGHTS CODE:

It is a contravention of the Human Rights Code of Ontario to discriminate based on: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Drivers licenses
- Police records checks

Note: The Thunder Bay Museum will request the above documentation should you be a successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION:

Reasonable accommodations are available upon request for all parts of the recruitment process.

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

Only applicants selected for interview will be contacted.

DEADLINE:

Friday, 14 June 2024 by 5:00 pm

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements. We appreciate your interest; however, only those selected for an interview will be notified.

About the Thunder Bay Museum:

The Society was founded in 1908 as a historical society and a museum was added in 1942 and expanded several times since. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization that now operates a museum, archives, and historical society in a designated heritage building that it has restored and retrofitted and which is leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, many contract staff, and dozens of volunteers. It also has a capital budget that varies depending on its needs. Staff include an executive director, curator/archivist, chief operations officer, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.