
JOB POSTING - CURATOR

Job Details

- **Job title:** Curator
- **Reports to:** Executive Director
- **Classification:** regular, f/t
- **Location:** Victoria BC
 - **Public location:** 744 Douglas St
 - **Collections storage location:** 4000 Seymour Pl
- **Hours:** 37.5 hours a week, typically Monday to Friday with some evening and weekend work required*
- **Salary:** \$60,000 to \$70,000/year, dependent on education and experience
- **Benefits:** All regular positions receive access to a health spending account and a matching RRSP program. We also offer professional development opportunities.

*We are willing to be flexible in working hours and location between our two sites for the right candidate.

Organization Profile

The Maritime Museum of BC (MMBC) opened in 1955 as a naval museum located near HMC Dockyard in Esquimalt. By 1965, the MMBC had outgrown the original location and found a new home in the former Supreme Court building in Bastion Square – the oldest surviving courthouse in the province. In 2014, the MMBC got news from the Government of British Columbia that the provincially owned historic courthouse needed major repairs that required the building to be empty. The MMBC relocated to a new public storefront location at 634 Humboldt St. with the collections stored off site. In August 2021, the MMBC moved again to our current storefront space at 744 Douglas St. where we host our exhibits and on-site programming.

We are currently working in partnership with the local Lekwungen Nations to occupy the provincially owned Steamship Terminal Building in Victoria's Inner Harbour.

The MMBC is a community focused museum. Everything we do is through the lens of public engagement and service to the community.

Role Summary

The Curator is responsible for the stewardship, development, and interpretation of the museum's maritime collection, including objects, archives, a library, three sailing vessels, and a digital database called Nauticapedia. This role ensures the physical care of the collections, manages the collections record-keeping systems, and contributes subject matter knowledge to exhibits, internal and external research, and programming.

Candidate Profile

The ideal candidate will be an experienced museum professional capable of managing multiple priorities independently, with strong organizational and communication skills. They will have strong attention to detail, a thorough understanding of collections management in a museum setting, and will bring some level of technical knowledge to the role to help with the management of our digital database, Nauticapedia.

The successful candidate will bring with them demonstrable subject matter knowledge. The MMBC interprets BC's and Canada's history through the lens of nautical history and culture. This knowledge may have been gained in academic or personal pursuits.

We are looking for someone who loves people, community, and stories, and carries an innate sense of curiosity and commitment to lifelong learning.

Key Responsibilities

Collections Care & Preservation

- Catalogue and preserve the Museum's collections, including objects, archives, library materials, photographs, small crafts, and three sailing vessels.
- Photograph/scan items, update catalogue records, and rehouse materials in museum-quality storage.
- Maintain storage facilities, oversee access, and order necessary supplies.

Collections Planning & Development

- Prepare annual collections plan proposals for approval.
- Manage donation offers, including review, presentation to the Collections Committee, donor communication, and transfers.

- Lead quarterly Collections Committee meetings, prepare agendas, take minutes, and follow up on actions.
- Process collections loans with other organizations, ensuring secure packing, documentation, and invoicing.

Public Access & Research Support

- Respond to and track public research and image requests to ensure accessibility.
- Prepare and deliver public collections tours in collaboration with the School and Public Programs Manager.
- Contribute to collections-related grant applications, tracking progress and reporting results.

Exhibit and Programs Support

- Contribute subject matter knowledge to exhibit production process and development of public programs.
- Assist with exhibit preparation and installation, including object selection, label creation, object movement, and on-site setup.

Volunteer & Staff Supervision

- Train and supervise collections volunteers.
- Recruit, train, and supervise interns, and seasonal staff, when needed.
- Provide regular guidance, monitor progress, and support career development requirements for seasonal staff, when needed.

Digital Collections Management

- Maintain digital infrastructure, including PastPerfect, AtoM, and Nauticapedia databases, scans, photographs, and born-digital items.
- Ensure documentation is organized within Teams and the Shared Drive.
- Contribute new data to Nauticapedia, including vessel and bio entries, and originally researched articles.

Administration & Reporting

- Assist with collections-based policy reviews, creation, and implementation.
- Process collections-related invoices and provide documentation to the Bookkeeper.
- Prepare reports for the Executive Director, including quarterly Board updates.



- Perform other duties as assigned.

Qualifications and Skills

- Minimum of 5 years' professional experience in a museum or heritage setting, including collections management and database systems.
- Degree in Museum Studies, History, Maritime Studies, Anthropology, or related field; advanced degree preferred.
- Strong knowledge of museum standards and practices (e.g., Collections Care, Conservation, Cataloguing Standards).
- Demonstrated ability to manage a diverse workload and take ownership of projects from conception to completion.
- Excellent written and verbal communication skills.
- Experience with digital collection databases.
- Ability to work both independently and collaboratively in a small-team environment.
- Passion for maritime history and community engagement.

Competencies

- Detail-oriented with strong organizational and time management skills.
- Adaptable, proactive, and solutions focused.
- Commitment to non-profit values and community service.
- Strong ethical standards in handling cultural heritage.
- Ability to take ownership of work files.

How to Apply

Apply via email to Brittany Vis, Executive Director, at bvis@mmbc.bc.ca. Please include your cover letter and resume, and be prepared to provide three references, if requested.

Please note: This posting will remain open until a successful candidate has been identified. If the posting is still up, the position remains open.

We value those with lived experience and/or experience with DEAI (Diversity, Equity, Accessibility, and Inclusion) work.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.