



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Museum Curator
DEPARTMENT: Language & Culture
SUPERVISOR: Museum Administrator
TERMS: Full-Time, Permanent
REFERENCE #: 2022-056

PURPOSE OF POSITION:

The Curator is responsible for ensuring the proper care of museum artifacts including (but not limited to): housing, preservation, conservation, display, and loan processes. The curator is responsible for implementing and managing exhibitions and collections by collecting, organizing, evaluating and cataloging arts, collectibles and historical items. The Curator is also responsible for conceptualizing exhibitions, researching historical items and doing outreach for organizations by providing instructional and educational activities.

DUTIES AND RESPONSIBILITIES:

- 1. Performs skilled technical display, construction, assembly, storage, cleaning, restoration and cataloguing work of a relatively complex nature under the limited supervision of the Museum Administrator. (95%)**
 - Ensures accuracy and attention to detail in the construction, restoration, cataloguing and storage of Museum materials as well as overseeing the insurance of loaned objects to and from the Museum in accordance with established guidelines.
 - Organizes and maintains storage areas for artifacts and other museum materials, ensuring that the care, preservation and maintenance of stored items are in accordance with national museum standards.
 - Catalogues and arranges new acquisitions for storage or display according to national museum standards.
 - Develops challenging and engaging permanent and temporary exhibits, interpreting the collection with critical depth, interpretive methods and the use of technology.
 - Liaises with professional artists, traditional knowledge keepers, Secwepemc Elders and other cultural institutions to form collaborative projects that engage with the permanent collection.
 - Prepares and develops exhibition catalogues and publications and delivers workshops and lectures related to the Museum collections and exhibitions as required.
 - Prepares reference aids such as exhibit inventory lists, accession lists, indexes, catalogue lists and background information on artifacts.
 - Promotes the growth of the Museum and acquire items to augment and enrich the Museum.
 - Works with Museum staff to design and develop programs for permanent and temporary exhibits and in the area of collections management.
 - Develops exhibition related advertising, working closely with the Museum Educator to promote exhibitions through print and digital media.

- Works collaboratively with the Secwepemc Museum Cultural Educator in the development of programs that support temporary and permanent exhibitions such as school group tours, interactive displays, school programs, and through various mediums such as technology display, web-based displays and social media content.
- Develops an annual exhibition program schedule that is coordinated with the Cultural Educator's yearly program schedule, both pending the Museum Supervisor's approval.
- Proposes a new budget for each new exhibition to the Museum Administrator for prior approval. Maintains permanent and temporary exhibitions within the allotted budget.
- Coordinates, designs, constructs, assembles and finishes new display areas using a variety of wood, metal, and interior decorating techniques according to established themes and patterns; studies decorating finishes and furnishing styles for the period of the exhibit.
- Reconstructs, adapts and refinishes old display areas; cleans, and restores old furnishings, fixtures and artifacts; rebuilds and refinishes display cabinets.
- Uses and maintains hand and electrically powered woodworking tools and machines; maintains a bench and workshop area in a neat and orderly condition; maintains records related to the work.
- Collects donated items and transports exhibits to other museums, as required.
- Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the Education Department and TteS.
- Actively promote Museum collections, including: producing, creating and/or overseeing Museum promotional and informational literatures.

2. Other related duties as required. (5%)

Professional Certification, Education and Experience:

- Bachelor's degree in History, Arts, First Nation Studies and/or other related disciplines.
- Completion of a Museum Studies diploma or equivalent, or willingness to complete.
- Minimum (2) years previous Fine Arts, history, or heritage collections experience.
- Extensive knowledge of Secwepemc culture, history and lifestyle is required.
- Familiarity with Secwepemc Language is required, a language proficiency certificate would be an asset.

Skills and Abilities:

- Considerable knowledge of Collections Management according to recognized provincial and national museum standards and practices, including artifact cataloguing, storage techniques and basic conservation procedures.
- Considerable knowledge of museum and curatorial theory and practice, design, construction, condition reporting, label and signage preparation, exhibition installation, lighting, hanging and placement.
- Ability to communicate effectively orally and in writing.
- Ability to plan and organize own work methods and procedures within established guidelines.
- Ability to develop engaging and interactive display layout and design while abiding by accepted museum standards.
- Ability to operate and maintain hand and electrically powered woodworking tools and machines such as saws, routers and drills.
- Ability to maintain records related to the work. Must have the required skills such as strong interpersonal, diplomatic and negotiation skills.
- Knowledge of BC Provincial School Curricula.
- Must have the extensive and thorough knowledge of Secwepemc language, history and culture.
- Ability to present information to audiences in an engaging manner.
- Ability to verify, research and collect data and prepare reports and other documents.
- Proven ability to set priorities and meet deadlines.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Open Until Filled

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/job-application-form/>, by email, resume@ttes.ca

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/job-application-form/>

Any late submissions or submissions without the job application form will not be considered.

