



Curator

Organization	Northern Life Museum and Cultural Centre
Job Type	Full Time, Permanent
Language Required	English
Location	Fort Smith, NT
Application Deadline	8 February 2021
Job Start Date	TBD
Date Posted	11 January 2021
Reports to:	Board of Directors/Executive Director
Email	admin@nlmcc.ca
Website	www.nlmcc.ca
About Fort Smith	https://www.fortsmith.ca/
Salary	A competitive compensation package will be offered.

PURPOSE OF THE POSITION

To provide curatorial support to the collection and archives of the Northern Life Museum and Cultural Centre (NLMCC) The Curator is responsible for the overall collection, preservation and interpretation of the Northern Life Museum & Cultural Centre's (NLMCC) permanent collection and archive as outlined by the Collection & Archive Management Policy and the Board of Governors (BOG) to ensure the ongoing success and development of the museum.

SCOPE

The Curator is responsible for the overall collection, preservation and interpretation of the NLMCC permanent collection and archive as directed by the Collection and Archives Policies of the NLMCC and the Board of Governors of the NLMCC. The Curator works cooperatively with the Executive Director and other staff to ensure the ongoing success and development of the museum. The Curator will assist with many of the museum's activities. The Curator can work independently on specific tasks relevant to the mandate and Strategic plan of the NLMCC.

RESPONSIBILITIES

- a) Board Liaison – Will attend board meetings in order to report on ongoing projects. Will also advise the Board of Governors on policies and proposed projects relating to the collection, archive and exhibits.
- b) Exhibit and Collection – Oversee all acquisition, preservation, research, interpretation, and presentation of the museum exhibits and collection. Responsibilities include:
 - Exhibit design, display development, and collections inventory as required, directly and through contracts;
 - Collaboration with the Board of Governors, Collections Committee, and relevant staff to ensure the development and maintenance of the collection;
 - Making recommendations on any project or ongoing activities related to the collection.
- c) Network and Database – Enter collection artifacts and archival material information into the collections database. Manage, maintain and update the collections database.
- d) Educational Programming and Interpretation – Assist with the conceptualization, promotion and presentation of educational programs. Contribute to the interpretation of permanent galleries/displays.
- e) Community and Professional Relations – Work on membership drives, assist at fundraising events as required, promote museum in a professional manner within our community and the broader regional and national museum community, assist in hosting community events to promote awareness of the museum, build and nurture relationships with community groups. Attend community and professional meetings and conferences as required.
- f) Front Line Service – Respond to inquiries and requests regarding the collection from visitors, organizations, researchers and staff. Contribute to providing an overall welcoming atmosphere.
- g) Funding - Work closely with the Executive Director to identify funding opportunities, apply for grants and manage projects related to the collection.

- h) Maintenance - Assist with building maintenance and cleaning tasks as required to maintain a clean and safe working environment and to promote a positive visitor experience.
- i) Other - Perform other related duties as directed by, and in consultation with, the Board of Governors.

KNOWLEDGE, SKILLS AND ABILITIES

The Curator must:

- Be knowledgeable about the history and culture of the region served by the NLMCC and be able to work with diverse political and cultural groups;
- Know how to maintain and expand upon the existing collection of the NLMCC
- Have strong knowledge in regards to the collection, preservation and interpretation of museum artifacts and archival material.
- Be able to do presentations and interpretations in front of small and large groups.
- Have strong writing skills with particular emphasis on proposal and report writing;
- Be able to work within a team environment;
- Be well-organized and skillful with time management;
- Be adept at handling numerous competing demands and tight deadlines at any given time;

The above skills and knowledge would be attained through:

- A post-secondary degree in collections and/or archive management or related field from a recognized university.
- Experience within museum settings comparable to the duties expected to perform within the scope of this position.
- Other related work experience.

WORKING CONDITIONS

The NLMCC consists of a large main building (includes permanent exhibits, offices, a gift shop, temporary galleries and artifact and archival storage), a non-climate-controlled warehouse (for larger, industrial-type artifacts), an outdoor gallery and an outdoor Aboriginal Culture Centre. The Curator must be able to work in all areas, which at times can be dusty. The position can be physically demanding. The Curator must be able to perform physical tasks such as climbing ladders to set up/take down displays, handling fragile artifacts according to museum standards, lifting moderate weight, and assembling displays and shelving. The Curator must also be willing to work flexible hours to accommodate museum activities and meetings. The individual must be willing to assist in a variety of tasks outside of the scope of this position that will ultimately contribute in wellbeing of the organization.

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

HOW TO APPLY

Please apply by email with your cover letter and resume by no later than **5:00 p.m. Monday, February 8, 2021**. Send to: admin@nlmcc.ca.

We acknowledge the traditional territories of Salt River First Nation, Smith Landing First Nation and the Fort Smith Metis, Fort Resolution Metis and Hay River Metis collectively known as the NWT Metis Nation.

The Northern Life Museum and Cultural Centre is an equal opportunity employer serving our diverse communities. We thank applicants for their interest, however, only those advancing in the process will be contacted. Preference may be given to existing NWT residents.