

The Maple Ridge Historical Society is headquartered at the Maple Ridge Museum at 22520 116th Ave., Maple Ridge. This is our primary museum facility which also houses the community archives. Our second facility is Haney House Museum, located at 11612 224th Street in Maple Ridge.

The Museum Curator is responsible for the collection management of the Maple Ridge Museum and Haney House Museum for the Maple Ridge Historical Society [hereafter referred to as MRHS]. The Museum Curator reports to the Executive Director. S/he is responsible for managing an annual budget and work plan, as approved by the Director.

Responsibilities:

MUSEUM SERVICES

- Responsible for the development, conservation and documentation of the community's collections of artifacts, specimens, and archival materials.
- Plan, develop, and implement exhibitions and displays
- Conduct historical research and prepare findings for publication and dissemination
- Provide research and reference services.
- Assist with the development and implementation of community heritage events and programs.

FINANCE & ADMINISTRATION

- Supervise, train and evaluate junior staff and volunteers in accord with MRHS policies.
- Prepare departmental budget annually with Museum Committee and Director.
- Monitor receipts and expenditures and cash flow; report to the Director at regular meetings, or as requested.
- Facilitate annual strategic planning process with Museum Committee and board involvement, including review of fee for service agreement.
- Bring all appropriate issues, including policy decisions to the director in a timely manner so that they are addressed and resolved.
- Apply, in a timely fashion, for all funds budgeted from outside sources; keep Director informed of outcomes.
- Research potential new sources of funds for new and existing programs; bring to Director for decision to apply.
- Write and revise policy as required/directed by the Director.

MRHS SUPPORT

- Work with the MRHS to ensure that the agency has a visible and effective public image by regular use of the media, speaking engagements before service clubs/organizations, and presence at all appropriate public functions.
- Enable staff and volunteers who interact with the public to do so in an informed and effective manner.
- Provide staff support to the MRHS Museum Expansion project.
- Attend and provide staff support for Operations Committee meetings.
- Attend and provide staff support for Program Committee meetings.
- Attend other Historical Society meetings as requested by the Board.

Qualifications

- Minimum two years experience in museum management, including collections management and exhibit development; experience supervising paid staff and volunteers; experience working with a board of directors desirable.
- Bachelor of Arts or Master of Arts in a related field
- Working knowledge of not-for-profit fiscal management, including fund accounting and budgeting.
- Demonstrated ability to write effective grant proposals and manage grant-funded projects.
- High level of computer literacy including database management, spreadsheets and word processing in a Microsoft Office environment.
- Demonstrated ability in public speaking, clear and effective written and oral communication, and effective group skills.
- Personal stability, maturity, optimism and a sense of humour.

The position is full-time at \$23 per hour for 35 hours per week.

Please send resume attention Museum Director at mrmuseum@gmail.com. Closing date is July 3, 2009.