

Curator/Manager

Carstairs Heritage Centre, Carstairs, Alberta

Job Title: CURATOR/MANAGER

Carstairs, Alberta

SALARY:

Salary: to be negotiated. Benefits (optional) are available.

Application Deadline: February 28, 2018

Location: Carstairs, Alberta

Position Type: Full time (35 hours per week). This position may include work in the evening, as well as on weekends and holidays.

Educational Requirement: post secondary training

Experience Requirement:

- knowledge and experience with curatorial and/or museum practice
- sound knowledge of legislation related to the operation of municipal heritage and museum facilities
- demonstrated leadership and organizational skills
- pro-active interpersonal and relationship management skills – strong communication skills (both oral and written) and excellent presentation skills

The Museum Facilities

Carstairs is a rural town of approximately 3900 residents, located 64 km north of Calgary on Highway 2A which runs parallel to the QE2 highway, the main transportation corridor between Edmonton and Calgary. The economic base for the town is primarily agriculture, with some petroleum and transportation related industries. We have recently experienced a very high growth rate. We are becoming a “bedroom community” with many of the residents commuting to Calgary for work. Two schools provide education for K-12. Three playschools and several day homes operate in town. We also have easy access to a wide variety of post-secondary institutions. Public transportation is not available to the site so the C/M should have his/her own transportation.

The museum itself is located in the historic Knox Presbyterian Church which includes a hall for exhibits. Adjoining the hall are two galleries, one used for meetings and displays and the other for rotating art exhibits. Adjacent to the museum, the newly constructed Lore House serves as the administrative office and visitor information centre. There are also outside carriage houses which house permanent displays and an early 1900s pioneer home. For more information please visit our website: carstairs.museum.ca

Job Description

Major Duties

Reporting to the Board of Directors, the Curator Manager is responsible for the general operation of the museum and facilities, including exhibits, displays and educational programming, promotion, advertising, and acceptance, registration and de-accessioning of artifacts. The C/M is responsible for the continuity and efficiency of the records management. The Curator/Manager works directly with the general public, staff and volunteers.

Exhibits/Displays

Research display materials, and ensure artifacts are displayed in a safe and proper manner in compliance with the Standards for Community Museums in Alberta.

Programming

Develop programs which are entertaining, educational and historical in nature. Manage the visiting public by conducting tours and by providing information about the displays.

Accounting

Manage, maintain and monitor operating budgets, including day-to-day financial transactions. Participate in the development of the museum's budget and prepare, submit and administer the capital budget.

Grants

Search out and apply for grants from governments, foundations and other funding sources. Update the museum's strategic plan to align with funding criteria and opportunities.

HOW TO APPLY

Interested applicants should submit their resume and a covering letter highlighting how their education, training and experience meet the position requirements **BY**

FEBRUARY 28, 2018 to:

Ruth Roedler

roedlerr@gmail.com or by mail to:

Ruth Roedler

RR#1

Carstairs, Alberta

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For more information please call 403-337-2483.