

 <p>BC FOREST DISCOVERY CENTRE</p> <p>Interpreting British Columbia's forest community – past, present, future</p>	Descriptive Job Title: Collections Coordinator	
	Department/Unit: Programs	
	Classification: Full Time/ Part Time	Reference:
JOB DESCRIPTION March 15/ 2017		

Program

The British Columbia Forest Discovery Centre is a museum with an educational mandate to tell the story of the past, present, and future of the forest industry in British Columbia. The BCFDC is situated on 100 acres of forested property and uses artifacts, innovative exhibitions, a fully operational heritage railroad and educational public programming to inform, inspire and entertain the public.

General Accountability & Purpose of the Job

Reporting to the Curator of Education, the Collections Coordinator is accountable for the day to day management of the Curatorial Services and Museum Programming. The Coordinator is responsible for the supervision, development and implementation of the collections management system, and the design and delivery of exhibits. The Coordinator works collaboratively with the Curator of Education and the General Manager in the planning of future exhibits and displays. The Coordinator is also responsible for applications made for funding grants at relevant times to the appropriate organizations and ministries.

Duties and Responsibilities

1. Manages the Curatorial Services Department: Manages the curatorial function of the Museum by setting objectives and performance measures, deploys resources and implements plans to coordinate activities and reach broad objectives for the work unit, programme, or project.
 - a. Ensures that basic standards of collection care are developed and maintained and that activities adhere to the collection policy.
 - b. Prepares budget estimates, oversees budget expenditures ensuring limits of spending authority for specific programs and projects.
 - c. Assists with the development of policy for the Department and defines procedures to carry out policy.
2. Collections Management: Develops long-range plans for the management of the collections, improving optimum physical and intellectual access, care and storage.
 - a. Ensures fiscal, physical, and project management practices are implemented to protect the museum's resources and assets.
 - b. Ensures that Plans for acceptable environmental conditions are developed and maintained.
 - c. Oversees all activities related to collection acquisition, records, care, use and de-accession.
3. Collection Development: Establishes and maintains contact with sources of collection materials, assists with selecting and acquiring new acquisitions according to collection policy, filling in gaps and ensuring documentary information is complete.
 - a. Conducts field research to build collections including conducting or supervising an acquisition program by selecting, researching, documenting and cataloguing objects.
 - b. Initiates and/or supervises collections development.
 - c. Performs/ensures research on the subject areas of the museums collections
4. Curatorial Research: Conducts or coordinates research on the Centre's collection areas and topical themes building on existing work or exhibits. Determines gaps per collection plan.
 - a. Directs research for content and story line for exhibits.
 - b. Develops new themes for new exhibits.
5. Conservation: Manages, directs, and supervises the activities in preventative treatment conservation.
 - a. Prepares/ensures progress, technical and other report on the operation and management of the conservation and restoration of artifacts.
 - b. Evaluates existing practices, researches and prepares innovative complex preventive and treatment prescriptions.

6. **Exhibits:** Ensures the organizing of exhibits according to plans, policies and procedures.
 - a. Performs a major role in the organizations of exhibits by ensuring the undertaking or research, determining themes, ensuring the development of working drawings, models, graphic layouts, dioramas, selecting material and acting as consultant or coordinator on the overall design, construction and installation.
 - b. Plans the long-term exhibit programme.
 - c. Gathers information and conducts research, selects collection materials to convey messages and prepares textual materials and documentation.

Special Requirements

Valid BC Drivers License

Working Conditions

Weekend and evening work may be required.

Qualifications

Education:

- Undergraduate and/or post-graduate University degree(s) in Museology, Museum Administration, Public or Business Administration, or related disciplines or an equivalent combination of education, training and experience.

Knowledge:

- Knowledge of and experience in forest history research and the forest industry would be an asset
- Museum studies training at an intermediate level.
- Familiarity with the Past Perfect Program for Museum collections would be an asset

Skills and Abilities:

- Administrative ability and capacity to supervise and work collaboratively with staff and volunteers as well as diverse client groups.
- Management and technical skills related to the managing of a department and staff.
- Good organizational and planning skills and the ability to coordinate departmental operations, including administrative and financial activities
- Ability and skill in creative and innovative thinking.
- Administrative ability and capacity to supervise and work collaboratively with staff and volunteers as well as diverse client groups.
- Public relations, journalism, computer and marketing skills.
- Ability to deal and communicate effectively both orally and in writing and to deal courteously, tactfully and diplomatically with other employees and the public.

Experience:

- Minimum of 4 years combined experience in curatorial and administrative roles in the cultural sector.
- Experience in development of museum exhibits and storylines.