



Western Development Museum
Curatorial Centre

2935 Lorne Avenue
Saskatoon, SK S7J 0S5

P: 306-934-1400
W: wdm.ca

The Western Development Museum is seeking a Collections Curator

Do you believe museums can strengthen communities and help people feel like they belong?

Do you believe museums have a responsibility to serve their communities?

Are you passionate about Western Canadian history and how museum collections can be used to engage with our collective stories (the good, the bad, and the ugly)?

If so, we might like to meet you.

We are looking for a Collections Curator to oversee collection and conservation activities at the Western Development Museum (wdm.ca). This means taking care of everything from pins to locomotives at WDM locations throughout Saskatchewan!

Our Collections Curator is responsible for,

- ensuring the diversity of Saskatchewan's people, places, and stories are reflected in the WDM collection;
- increasing understanding of Saskatchewan's history by making the WDM collection and the stories it tells accessible; and,
- safeguarding the WDM collection through standards based collections management and conservation practices

We are looking for a Collections Curator who is,

- **An optimist** – someone able to see the opportunities hidden in perceived challenges.
- **Personable** – a servant-leader who takes others ideas and needs seriously and who can work well with a team of people located in different cities.
- **A strategic thinker with an eye for detail** – details and accuracy are important while keeping an eye on the big picture.
- **A strong communicator** both orally and in writing – we want to share our knowledge about our collection in many ways and for diverse audiences.

You can get the details about this position, including required skills and qualifications, at <http://www.wdm.ca/AboutUs/employment.htm>

If you're interested in joining our team, please let us know.

Applications must be received by March 24, 2017.

Please send your application to:
Joan Kanigan, CEO
Western Development Museum
2935 Lorne Avenue
Saskatoon, SK S7J 0S5
Email: wadmin@wdm.ca

We thank everyone interested in this position but will only be contacting selected applicants.



COLLECTIONS CURATOR

Job Description

Employment Status:	Permanent Full-time
Pay Scale:	M3 [\$2233 to \$2825 bi-weekly]
Location:	Curatorial Centre, Saskatoon

Reporting to the Chief Executive Officer (CEO), the Collections Curator is responsible for achieving the WDM's public trust responsibilities through the care and stewardship of the WDM collection. The Collections Curator oversees and prioritizes the work of a team of collections and conservation professionals, aligning their efforts to the WDM's mission and strategic goals. The Collections Curator ensures the WDM collection meets the Museum's mandate and supports its vision.

RESPONSIBILITIES

1. Collections and Conservation

- a. Strengthen the WDM collection through acquisitions, deaccessions, research, and conservation initiatives.
- b. Develop, implement and monitor all policies, procedures and guidelines pertaining to the collection.
- c. Develop and implement short- and long-term strategies regarding the collection's use, maintenance, storage, and disaster preparedness.
- d. Maintain oversight of the collection including condition reports, inventory control, and environmental conditions.
- e. Oversee the development and delivery of preventive and interventive conservation activities including ensuring the safe operation of the conservation lab.
- f. Oversee collection documentation and ensure the security of collection records in accordance with privacy legislation and protection of electronic data.
- g. Participate in hands-on collection and conservation activities as required.

2. Management and Administration

- a) Manage day-to-day collections and conservation operations including supervising staff and volunteers, developing and monitoring annual budgets, and purchasing.
- b) Develop, implement, and monitor collection and conservation plans. Assist Branch Managers in ensuring work is done appropriately and meets quality standards.
- c) Assist in identifying and securing financial and human resources to support collection and conservation strategies and needs.
- d) Maintain compliance with local and international legislation (e.g. Privacy, Copyright, Cultural Property, Occupational Health and Safety) and museum standards.
- e) Maintain familiarity, through reading and professional interaction, on collection management and conservation practices, issues and innovations.
- f) Other Museum-related duties as assigned by the CEO.

3. Curation and Communication

- a) Create and advance knowledge and understanding about the WDM collection through research and writing including articles, social media posts, and exhibits.
- b) Contribute to exhibit planning and development including research, writing and artifact selection.
- c) Share collections and conservation knowledge internally and externally (e.g. through blogs, programs, publications, conferences, etc.).
- d) Provide collections and conservation expertise in response to public and institutional inquiries.
- e) As requested by management, act as a spokesperson for collections and conservation in response to media requests.
- f) Participate in outreach initiatives (e.g., presentations, tours, conference papers).

RELATIONSHIPS

The Collections Curator must maintain and encourage positive and professional relationships with the public, WDM board members, staff and volunteers.

The Collections Curator is a member of the Curatorial team and as such, works closely and collaboratively with exhibits, research and programming staff.

The Collections Curator works closely with Branch Managers and their staff with collections responsibilities to establish priorities, monitor progress, and maintain museum standards.

SUPERVISION and MENTORSHIP RESPONSIBILITIES

The Collections Curator oversees recruitment and development of staff and volunteers involved in collections and conservation including;

- a) Participating in the hiring, training, supervision and evaluation of staff and volunteers working in collections and conservation at the Curatorial Centre.
- b) Assisting Branch Managers in the hiring, training, supervision and evaluation, of staff and volunteers with collection and conservation responsibilities at WDM branches.

EXPECTED OUTCOMES

1. Ensuring the diversity of Saskatchewan's people, places, and stories are reflected in the WDM collection.
2. Increasing understanding of Saskatchewan's history by making the WDM collection and the stories it tells accessible.
3. Safeguarding the WDM collection through standards-based collections management and conservation practices.

WORKING CONDITIONS

- Employee Benefits Plan as per WDM Employees' Handbook which includes a 7.5% employer-matched pension plan.
- Health and dental benefits, sick time benefits, long term disability
- Work schedule is 72 hours in a two-week period generally from Monday to Friday.
- Working a modified work week to accommodate some evenings and weekend work may be required as necessary.

KNOWLEDGE / SKILLS

1. Skills, Abilities, and Knowledge

- Strong understanding and knowledge of Western Canadian history and material culture, with an emphasis on Saskatchewan;
- Current and comprehensive knowledge of collections management, conservation and intellectual property theory and practice across multiple disciplines, especially applicable to human history museum collections;
- Knowledgeable about preventive and remedial conservation best practices;
- Strong people skills with demonstrated ability to hire, train, supervise, manage and motivate staff and volunteers;
- Demonstrated ability to plan, coordinate and supervise the overall operations of a multi-disciplinary department;
- Excellent communication skills, both verbal and written;
- Excellent working knowledge and use of computer software, including Office 365 and collections database systems (e.g. Virtual Collections);
- Strong attention to detail, with demonstrated ability to manage physical and digital information;
- Ability to lift 23 kg (50 lbs) and to negotiate stairs, awkward spaces, and handle heights;
- Saskatchewan Class 5 driver's license
- Possession and Acquisition License (PAL) or willingness to obtain.

2. Education, Training and Experience

- A University degree in an appropriate discipline (History, Cultural Studies, Anthropology), with specialized training specific to collections management and conservation;
- At least five years' work experience in collections management and conservation in a medium- to large museum that oversees diverse human history collections (everything from pins to locomotives);
- At least two years' supervisory experience preferred;
- An equivalent combination of education and experience.