



Vancouver Police Museum & Archives - Museum Curator

Housed in Vancouver's most intriguing heritage building, the Vancouver Police Museum & Archives (VPMA) provides a unique lens through which to explore Vancouver's history.

The VMFA is an independent museum run by the Vancouver Police Historical Society, a registered charity. Its vision is to foster a community that is dedicated to open dialogue on the topic of law enforcement and crime in Vancouver's past and present by:

- Providing a rounded perspective and an open and safe place to discuss topics of law enforcement and the science of criminal and death investigation
- Engaging visitors with intriguing contextual information that places the choices and practices of local law enforcement within a wider scope of the city's history and changing needs of Vancouver's citizens

Job Summary

The Curator is responsible for stewardship, development, and documentation of the museum collection and the development and installation of exhibits. Reporting to the Museum Director and working collaboratively with team members, this position plays a key role in the management and success of the museum. The Curator serves as an important representative of the VPMA, acting as a liaison with the public on matters pertaining to the history of Vancouver's Police Department, City Coroner's Services, and City Analyst's Laboratory especially in their relation to forensic science and criminal investigation.

Roles & Responsibilities

Collection Management – Responsible for developing and implementing collection policies and procedures, including collection disaster planning, in conjunction with the Museum Director. Evaluate current practices, and ensures long-term sustainability of the collection. Responsible for managing all aspects related to acquisitions and ensures that legal requirements are met. Responsible for the accurate documentation and records management of the collection and related materials, including accessioning, deaccessioning, cataloguing, managing restrictions, inventorying and tracking. Responsible for all aspects relating to care, handling, preservation, and conservation of the artifact archival collection under the Museum's stewardship.

Exhibit Development - Responsible for the development of exhibitions for on-site and off-site activations, including; initial proposals, budgeting, research, design, fabrication, and installation. Responsible for the development and implementation of policies and procedures related to exhibitions.

Other Duties- Work in collaboration with the Museum Director to establish a strategic plan for the curation of exhibits and collection management projects. Liaise with donors and builds relationships with local community partners including VPD personnel. Participate in curatorial outreach and facilitate curatorial and archival research requests. Work in collaboration with the Archivist. Delivery of museum tours or presentations at public programming events, or for promotion of exhibitions. Provide administrative and guest services support to colleagues. General building maintenance duties. Other responsibilities as required.

Knowledge and Competencies

- Completion of a relevant bachelor's degree (anthropology, archaeology, art history, history, education) and a museum- *and/or* culture-related post-graduate diploma or graduate degree, consideration given for current students;
- Minimum two years of work/volunteer experience in a museum, library and/or archives;
- Proficiency in using computer database systems for managing artefact collections, experience with Linode an asset;
- Sound knowledge of Canadian museum standards, ethical practices, policies, and procedures as well as the Freedom of Information and Protection of Privacy Act (FIPPA), Personal Information Protection Act (PIPA), and Copyright Act;
- Practical knowledge and experience of the theories, principles, practices, and values of curatorial practice, including basic artifact conservation;
- Experience with the full cycle of exhibit planning, development, design, and installation is required;
- An interest in local history, especially justice, law enforcement and/or true crime;
- Excellent research, communication, and interpersonal skills;
- Ability to deliver presentations for special events and exhibition openings, as well as facilitate tours of the collections storage area for tertiary students;
- Photographic skills are an asset;
- Ability to engage with collection records that encompass difficult or challenging content, and manage content restrictions;
- A valid BC Firearms Possession and Acquisition License (Restricted Firearms), or willingness to obtain one after receiving job offer;
- A valid British Columbia driver's license is required, as is a criminal record check.

Work Expectations

The position is a combination of work in an office environment, and in exhibition and collection spaces, with the occasional need for off-site activation.



You will be required to lift and move objects up to 23 kg. You must be able to safely climb inclines, negotiate uneven surfaces, stairs, and ladders.

This position is 22.5 hours per week over 3 days, Wednesday through Sunday, days to be negotiated. Some flexibility in scheduling is required to accommodate occasional evening shifts for special events and seasonal programming. Additional hours are possible with the desire of the successful candidate and the acquisition of supporting exhibition grants. The hourly rate for this position will be \$21.00.
Start Date: November 2024

Application Deadline

8th November, 2024 at 5pm

Please send any questions and submit your resume by email to:

director@vancouverpolicemuseum.ca

No phone calls please