



Operated by the Vancouver Island Local History Society

Employment Opportunity

Curatorial Assistant

- Wage: \$23/hour
- Hours: 16 hours/week (year round)
- Reports to: Executive Director

Job Summary

The Curatorial Assistant is tasked with the ongoing care of Point Ellice House and its collection, including over 5,000 artifacts and archival records. This position also assists with the planning, development, research, and implementation of exhibitions (permanent and temporary). This is an exciting opportunity for candidates interested in heritage conservation and collection management. This is a part-time position with room for growth. This position would suit a candidate with a passion for collection care and access, public education, BC history, collaboration, and community building.

Positioned overlooking the scenic and historic Gorge Waterway, Point Ellice House is among the oldest homes in Victoria. Point Ellice House was designated a National Historic Site in 1966 and became a Provincial Historic Site in 1975. The house is also listed on the City of Victoria's heritage registry.

Main Duties and Responsibilities

- Conducts cataloguing of artifacts, including documentation, research identification, photographing and logging into relevant databases in a manner that meets Canadian museum and provincial standards
- Creates and/or updates digital records
- Develops and implements a house cleaning schedule; performs house cleaning duties and instructs staff and volunteers in the proper methods and techniques of handling artifacts, consistent with Canadian Conservation Institute (CCI) recommendations.
- Selects and prepares artifacts for loans; prepares condition reports and value appraisals
- Where possible, restores and conserves material culture composed of wood, metal, textiles, leather, glass, ceramics, paper, bone, stone, photographs and works of art.

Point Ellice House Museum & Gardens

2019

- Conserves artifacts through monitoring of temperatures and humidity control, inspection for insects, rust damage, painting repairs, bronze disease, paper conservation, etc.
- Monitors the condition of artifacts in the collection in accordance with Canadian museum practices
- Monitors environmental conditions in order to minimize deterioration of artifacts.
- Carries out inspections and minor repairs of artifacts, including preparation of condition reports
- Recommends and co-ordinates off-site conservation if treatment cannot be made on-site
- Ensures that all incidents of deterioration, loss, vandalism, and/or destruction to buildings are reported both verbally and in-writing as required
- Ensures barriers are in place and that areas open to the public are free from hazard
- Packs artifacts for storage (e.g.: storage of seasonal artifacts such as clothing, Christmas decorations or other display items or artifacts not in use for exhibition; prepares and stores artifacts, as required)
- Assists with creation of period displays to accurately reflect seasonal changes such as summer, winter, celebration activities, etc.
- Assists with research and acquires specific information to further enhance the displays for specific programmes and other special interpretive activities.
- Assists with updates to the site interpretation and volunteer manual
- Provides researchers with safe access to the collections (ie. setting out artifacts or archival documents; compiling documentary information or suggesting other sources).
- Ensures collection, public areas of Point Ellice House and exhibit areas are clean and well maintained
- Assists staff and volunteers with the development and maintenance of exhibits through research, conservation, and installation of artifacts
- Trains and supervises staff and volunteers in the care and handling of artifacts
- Answers correspondence pertaining to collection;
- Develops project and conservation plans for approval by the Executive Director and/or Board of Directors
- Creates a monthly and annual budget for conservation matters
- Participates in training as required by the employer
- Participates in the organization's strategic planning
- Assists staff with application to various granting bodies for financial support

Required Skills and Experience

- Knowledge of collection management procedures and best practices in Canada
- Knowledge of museum management and inventory systems
- Ability to apply creative and innovative approaches to the preparation of exhibits

Point Ellice House Museum & Gardens
2019

- Ability to handle heavy items (up to 50 lbs/23 kgs)
- Effective oral and written communication skills
- Exceptional organizational and problem solving skills
- Minimum two years experience working at a museum/archives/heritage site
- Ability to work independently
- Demonstrated experience with Microsoft Office, Google Suite, and/or related software

Preferred Skills

- College or university education in archival studies, museum studies, history, or a related discipline
- Knowledge of restoration and conservation techniques as outlined by the Canadian Conservation Institute (CCI)
- Photography skills related to the documentation of artifacts
- Certificate in conservation and/or collections management
- Experience working with volunteers and the public
- Knowledge of British Columbia history
- Comfortable dealing with pests (moths, rats, etc.)
- Occupational First Aid Level 1

Interested applicants should email a cover letter and resume to Jobs@PointElliceHouse.com, Attention: Hiring Committee

Deadline for applications is April 29th by 5:00pm

The Vancouver Island Local History Society welcomes applicants from all backgrounds including, but not limited to: women; visible minorities; First Nations, Inuit, and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.