

Position Title: Collections Coordinator (permanent FT)

The Kelowna Museums Society (KMS) is seeking an innovative, collaborative and organized professional, skilled in collections management, preventative and treatment conservation, digital museum practices, and working with volunteers and seasonal staff in this community-focused cultural heritage organization. The Collections Coordinator is responsible for ensuring that the Kelowna Museums Society's artifact collections are managed, conserved, and accessed in alignment with professional museum standards of practice. As a member of the Collections & Research Team, the Collections Coordinator supports curatorial strategy and community-based research, facilitates researcher access, and is accountable for collections care and conservation, and the management of information assets. The Collections Coordinator supports the organization's implementation of digital strategy through their stewardship of KMS's database and leading special projects to advance digital collections management practices.

About KMS

The Kelowna Museums Society is a non-profit charitable organization that operates museums across three facilities on the unceded traditional territory of the syilx/Okanagan people. Kelowna Museums offers exhibitions and programming on the culture, history, science, and environment of the Okanagan region. Through our archival, artifact, and library collections and the Ursula Surtees Regional Conservation Laboratory, KMS collects, displays, cares for, and shares documents, images, and objects relevant to the region's historic events, people, and places. In addition, it administers rentals for community and family functions at the historic Laurel Packing House and Square.

Our Values

We are committed to being:

- **Inspiring** – fostering curiosity, excitement, and transformative conversations about the diverse histories of the Okanagan region in innovative and entertaining ways that stimulate the senses and illuminate its challenges and possibilities.
- **Authentic** – being truthful, trustworthy, socially responsible, and self-reflective, in collecting, caring for, and narrating Okanagan history and heritage, while acknowledging we are the beneficiaries of the rich heritage and knowledge of the syilx/Okanagan peoples in whose unceded territory we live and work.
- **Inclusive** – creating a mutually respectful, kind environment, in which everyone is actively welcomed, encouraged to participate, and represented in the organization and its programming, while recognizing past exclusions and addressing bias, both explicit and unconscious. Fostering respectful dialogue among people regardless of class, age, gender, sexuality, racialization, religion, citizenship, abilities, or viewpoints.

Our Vision

To inspire our community to be alive with its history – connecting people and place.

Our Mission

To provide the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region.

Strategic Accountabilities

Collections Management

- Implement KMS Collections Policy, and other applicable policies, and current standards of practice to acquire, deaccession, repatriate, catalogue, manage and research material for KMS artifact collections.
- Ensure KMS's reconciliation goals are advanced and UNDRIP principles are activated.
- Ensure access and stewardship for cultural belongings and facilitate strong relationships with Indigenous communities and individuals and aligning with standard practices (for example, see CMA's [Moved to Action](#)).
- Manage the artifact collection records in the PastPerfect database and implement the collections focused goals in the museum's Digital Strategy.
- Collaborate with other staff to provide public access to collections and collections-based stories through exhibits, programs, and digital platforms.
- Liaise with artifact donors and prepare donations for presentation to the Collections Committee.

Conservation

- Execute preventative conservation measures to avoid deterioration, and undertake conservation treatments for artifacts requiring stabilization, cleaning or repairs.
- Oversee conditions in galleries, storage, and conservation lab to control pests and provide a favorable environment for collections.

Leadership

- Orient, train and oversee conservation and collections interns, students, and volunteers in the carrying out of collections management and preventative conservation activities.
- Network with other museums, professionals, and outside agencies.
- Assist with raising funds and the profile of the museum through participation in community events, marketing, or media requests.
- Actively fosters a culture that reflects the Museum's values (inspiring, authentic, inclusive) and builds a strong cohesive team.
- Provides regular direction, support, and feedback on performance to direct reports.

Qualifications, Experience, Knowledge, and Skills

Education:

- Minimum level of education required: Bachelors degree in a related field
- Diploma, master's degree or other graduate level certifications in conservation science, museum studies or a related field. Cultural knowledge in a cultural belongings context is an asset.
- A demonstrated record of continuous learning in relevant fields.

Experience:

The ideal candidate will have a record of experience that includes:

- A minimum of 5 years of experience working with collections in a museum or cultural organization.
- Experience working with collections or cultural belongings with a focus on their documentation, management, conservation, and care.
- Experience working with Indigenous belongings and communities and demonstrated engagement in contemporary conversations around UNDRIP activation, reconciliation, repatriation and relationships.

- Advanced knowledge of digital collections management practices including a working knowledge of PastPerfect or other museum database.
- Strong understanding of conservation principles and practice treating a variety of material types.
- Experience working with diverse communities and a knowledge of Indigenous histories and experiences. A demonstrated commitment to diversity, equity, inclusion, and accessibility (DEIA) in the workplace, museum activities, and external relationships.
- Cultural sensitivity / DEIA, Indigenous engagement, and/or antiracism / antibias training must be demonstrated or completed within the first 3 months of employment. Such training should be recent and relevant to the local context.
- Firearms Licence or willingness to acquire.

Knowledge and Skills:

- Strategic thinking with experience shaping or implementing strategy including values, vision, mission and strategic goals in a cultural organization.
- Team building and teamwork with the ability to work genuinely to support colleagues in achieving organizational goals and foster a positive inclusive organizational culture.
- Results oriented taking accountability for delivering on strategic outcomes.
- Strong working knowledge of standards of museum practice, decolonized and contemporary museum approaches, and the legal and ethical environment as it relates to museum work.
- Strong digital literacy required – working knowledge and comfort with museum databases and a variety of office applications and the role of technology in supporting visitor experience.
- Strong communication, collaborative work, and project management, planning and prioritization skills.

Pay Range: \$23.25/hr to start plus a comprehensive benefits package upon completion of probation.

If you would like to apply for this position, please forward your cover letter and curriculum vitae to hr@kelownamuseums.ca by May 22, 2023. We thank all applicants for their submissions; however, only those chosen for an interview will be contacted. Kelowna Museums Society is an equal opportunity employer. We encourage Indigenous people, and people from diverse backgrounds and ethno cultural communities, to apply.