



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Heritage Curator, Point Ellice House
<b>CLASSIFICATION LEVEL</b>	Coordinator 1
<b>MINISTRY/DEPARTMENT</b>	Ministry of Economic Development
<b>REPORTS TO</b>	Heritage Manager
<b>DATE CLASSIFIED</b>	

## POSITION SUMMARY

The Heritage Curator position is a key post to aid with the goals of promoting Métis cultural revitalization through research, exhibits and museology, providing welcoming experiences for prospective visitors and cultural tourists through the enhancement, development, storage, and preservation of the artifacts and displays at Point Ellice House in Victoria, BC. The Heritage Curator works closely with the programs and on the design, development and realization of exhibits, public programs, online content, and printed media, coordinating curatorial activities from conception to production by contributing with research, fostering partnerships with other museum professionals, leading guided tours, assisting with volunteer training and educational programs, and organizing special events.

The Heritage Curator also serves as a historian, researcher, and collections specialist, overseeing the stability and conservation of the Point Ellice House Collection, both on display and storage facilities, and ensuring their location and conditions are properly registered and documented. This role requires the handling of a variety of heritage materials (wood, metal, textiles, ceramics, documents, crystal, etc.), therefore it is essential that the ideal candidate maintains up-to-date knowledge of best practices in preserving the integrity of artifacts. The Heritage Curator provides hands-on assistance on exhibit projects, keeping records and visual material, handling and digitizing collections, in-depth research on the Métis and Indigenous historical connections with the site, community engagement and visitor experience. This position will work collaboratively with the Front Desk Administrator when booking Guided Tours. They work collaboratively with the on-site Heritage Manager, Garden Coordinator and Trading Post Coordinator with visitors, events, and daily operations.

## LOCATION

- Point Ellice House- Victoria B.C.

## DUTIES & RESPONSIBILITIES

### Curatorial Duties

- Creates and assists with the planning, design, and development of research, exhibits and museology projects.
- Updates internal and external artifact databases on a regular basis.
- Assists with site and heritage house inspections.
- Documents climate readings both on display and storage facilities.
- Ensures all artifacts on display are cleaned, stable and safely organized.
- Ensures all artifacts in storage are stable and properly kept.
- Collaborates with archival research, keeping records of findings and writing summaries.
- Updates documents and research materials for the Point Ellice House Resource Library.
- Collaborates on strategic planning, goal setting and budget preparation, forecasting.



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- Ensures proper materials are always available for collection storage/management/handling/display.

**Visitor Engagement Duties**

- Collaborates with Trading Post Coordinator to book and provide guided tours and coordinate volunteers.
- Participates in and assists with special events, corporate events, meetings, workshops, volunteer projects, community engagement, etc., as needed.
- Collaborates with other ministries for special projects like education programs, special tours, and Elder meetings.

**Other Duties**

- Ensures consistent alignment with MNBC Strategic Plan and organizational values.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours which includes weekends during high season. Hours will vary depending on season and demand.

**Supervision Given**

- None.

**QUALIFICATIONS**

- Bachelor’s Degree in related field (History, Art History, Anthropology, Museum Studies) from a recognized post-secondary institution.
- Minimum of 3 years of related experience handling collections and organizing exhibitions in a gallery/museum environment.
- Dynamic communication and problem-solving skills; the ability to think on your feet.
- Experience dealing with visitors and/or tours in a heritage or attraction setting.
- Demonstrated ability to write reports and deliver presentations to guests.
- Experience in creating content and design for training/educational purposes in Canva, Adobe, Google Suite and Office 365.
- Experience practicing Cultural Safety, Intercultural Communication, Empathy and Kindness.
- Experience using artifact databases, online meetings and schedules, archival and digital research, MS Office, and social media platforms.
- Attention to detail and demonstrated commitment to ethics and accuracy in research projects and academic writing.
- Strong public speaking, time management and planning skills.



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- Combination of relevant experience, education, and training may be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C. is an asset.
- Possession of, or the ability to obtain, a Class 5 driver’s licence may be needed.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

**MNBC VALUES**

- **Manâcihitowin (Respect)** - We respect ourselves, others, and all Creation.
- **Kwayes’kwât’sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâphtiyim’sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who have different experiences than ours.
- **Kisîwât’sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.