

## **ROEDDE HOUSE MUSEUM**

Position Title: Collections and Exhibitions Coordinator

Contract: 4 months, with option to renew for 2025

Location: Roedde House Museum, Vancouver, BC

Compensation: \$22.50/hr.

Work Hours: 21hrs./week (Mon. thru Wed.)

Tentative Start: October 2024

### **Organization Overview and Mission:**

Roedde House Museum is a fully restored Victorian home in the heart of Vancouver's West End neighbourhood, located on the unceded shared ancestral territory of the x̣m̄əθḳw̄əȳəm (Musqueam), Sḳwx̣w̄ú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Nations. The museum is run by the Roedde House Preservation Society, a charitable non-profit organization dedicated to maintaining Roedde House and presenting heritage programs reflecting the early history of Vancouver. The society aims to present a window into Vancouver's past, to encourage the contemplation of our social and cultural history, and to make this history accessible now and for the future through the operation of Roedde House Museum.

### **Position Overview:**

This position will report to the Museum Manager and will work with volunteers and Board Members in Collections and Exhibitions, as well as, some programming. Primary responsibilities include maintaining the museum's collection, coordinating exhibitions, overseeing the school program, supporting the museum's concert program in collaboration with the Music Director, and overseeing the museum's film night program.

### **Key Responsibilities will include, but may not be limited to:**

#### Collection Management & Administration

- Lead and support the collections team in work to maintain the collection.
- Maintain the online collection database to best practice standards.
- Oversee collection donation records and tax receipts in conjunction with the Museum Manager.

#### Exhibitions

- Oversee the development of special exhibitions and related events in collaboration with the Exhibits Committee.

#### School Program

- Liaise with the Education Committee to plan, promote, and schedule school tours.

#### Concert Program:

- Oversee the coordination, promotion and execution of monthly concerts in collaboration with the Music Director.

#### Film Night Program:

- Coordinate, promote, and execute monthly film nights.

#### General Duties

- Facilitate general museum operations by acting as key holder to open and close the museum, and by supporting volunteers and fellow staff when required for daily operations and/or special events.
- Support marketing initiatives including posting on social media and updating the website.

#### **Qualifications:**

- Degree or diploma in a related field such as museum studies, library science and information studies OR equivalent experience.
- Familiarity with collections databases - Collective Access preferred.
- Experience with museums or similar cultural heritage institutions.
- Experience with administrative duties.
- Demonstrated supervisory skills.
- Ability to organize, prioritize, and complete planned and unplanned projects.
- Clear communication skills.
- Desire to work with a diverse group of volunteers in a collaborative and inclusive manner.
- Demonstrated ability to work both independently and collaboratively in a small office.

The following additional qualifications will be considered an asset:

- Experience with museum collections.
- Experience with early childhood education or programming.

- Desire to promote a work environment centred on justice, equity, diversity, and inclusion.
- Experience working with volunteers.
- Experience organizing programs or events.
- A passion for history and/or community engagement.

**How to Apply:**

Please email your Resume and Cover Letter in one pdf document to: [roeddehousehiring@gmail.com](mailto:roeddehousehiring@gmail.com) Attention: Sara Hepper.

**Deadline to apply is August 31st, 2024.**

*We would like to thank everyone for your interest in Roedde House Museum. Please note that only the candidates selected for an interview will be contacted. No phone calls, please.*