



R.J. Haney Heritage Village & Museum is a premier tourist destination located in Salmon Arm, BC. Set on forty acres of farmland, the heritage village and museum have over 27 exhibits for guests to explore. The open-air museum offers visitors an opportunity to experience history, hands-on activities, tours and programs. The site is also home to the community archives.

We are currently seeking a professional, organized, and hard-working applicant to work alongside the Museums Curator as the Assistant Curator, assisting in developing, planning, and executing the exhibitions and collections management programs.

Reporting to the Curator, the Assistant Curator will help establish priorities for the Heritage Village and Museum and create exhibits, programs, and publications that capture and engage diverse audiences. The candidate will assist in the research, development, preservation, documentation, and exhibition of the collection and ensure that the collection is made known and accessible to the public through the Museum programs.

This position is full-time, year-round and the salary is \$33,750.

Responsibilities

- To assist with effective delivery of curatorial priorities aligned to the Salmon Arm Museum and Heritage Association's overall vision, including exhibition development, programming, and collections management.
- Assist in expanding the Museum's audience by creating exhibitions, programs, and publications that capture and engage a diverse audience.
- Identifies and researches a variety of characters and subjects related to local history.
- Inspires our visitors and public by providing a meaningful understanding of the local history.
- Establishes and fosters healthy and long-term relationships with our donors, Board Members, employees, volunteers, and other stakeholders.
- Assists in the delivery of programs and projects aligned with our mission, vision, and values.
- Using MS Access works in records management, including accurately creating and updating artefact and archival records.
- Ensures budgets and financial goals are met.

Requirements

- Post-secondary education in history, museum, anthropology, archaeology, or other related areas of study with a minimum of 1 year of related experience.



- Demonstrated historical research abilities.
- Strong sense/understanding of the local context.

Personal Attributes

- Strong collaborative relationship builder.
- Excellent communication and negotiation skills.
- Excellent interpersonal and intercultural skills.
- Innovative and influential.
- Diplomatic, honest and sincere.
- Adaptable and agile.
- Curious and open-minded.

How To Apply: Email your cover letter and resume to archives@salmonarmmuseum.org

We thank all applicants for their interest. However, only those being considered will be contacted.