



TITLE: Curator, Edmonton City as Museum Project
POSITION STATUS: Full-Time continuing contract
REPORTS TO: Executive Director
SALARY RANGE: \$52,000 - \$70,000
POSTING DATE: May 10, 2019
CLOSING DATE: June 1, 2019
TARGET START DATE: July 2, 2019

POSITION SUMMARY

The EHC is seeking a Curator to advance the development of the Edmonton City as Museum Project (ECAMP). We are looking for someone with a talent for collaboration, an ability to connect with diverse Edmonton citizens and communities, and to explore contemporary Edmonton themes, with historical perspective, to envision and help create Edmonton's future. The ECAMP Curator is an integrated role, part of the current EHC staff team.

The Edmonton Heritage Council is a not-for-profit organization that supports and promotes heritage in Edmonton and the surrounding region. EHC provides leadership, support and programs to help Edmontonians research, preserve, interpret and advocate for their heritage.

The Edmonton City as Museum Project connects Edmontonians with the stories of their city - and beyond. The Curator will oversee the administration, development, implementation, and evaluation of ECAMP programming in the Edmonton community. We are looking for someone with leadership ability and initiative, who is excited to advance this work to new heights, working within and beyond Edmonton's cultural sector.

KEY RESPONSIBILITIES

- Lead planning, implementation and management of ECAMP programming and initiatives
 - Develop ECAMP program to connect with EHC's organizational goals
 - Collaborate with EHC staff to connect ECAMP with existing EHC and community initiatives
 - Manage ECAMP budget to meet EHC and program goals
 - Collaborate with other stakeholders, the public and with EHC staff to identify and develop program opportunities and initiatives
 - Support the monitoring of funded projects, review progress reports, provide feedback
 - Identify, develop and maintain relationships with prospective ECAMP contributors
 - Support ECAMP administrative processes
 - Support pursuit of suitable funding opportunities for ECAMP development
 - Assist with strategic communications and external outreach, development of digital engagement, platforms
 - Contribute to preparation of related grant and sponsorship applications.
 - Proactively cultivate, develop, and maintain key relationships in the community, including individuals, non-profits, corporations, professional organizations, educational institutions.
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QUALIFICATIONS

- Demonstrated experience in leading or facilitating community research and engagement initiatives, including public program management.
- Familiarity and appreciation of Edmonton's heritage and community organizations is an asset
- Dynamic interpretive programming or creative curatorial background is an asset
- Strong interpersonal skills and ability to work collaboratively, within internal and external stakeholders, including managing external contracts, agreements
- Familiarity with cultural, social and political themes connected to Edmonton's history and heritage and beyond
- Effective communicator with excellent written and speaking abilities
- Understands effective use of social media
- Able to plan and make decisions in a timely manner
- Able to work effectively within a team as well as independently
- Ability to manage multiple priorities and deadlines
- Strong working knowledge of MS Office (Mac OS X)
- Experience and ability working with program budgets
- Post-secondary degree(s) relevant to heritage, museum studies, community engagement and public programming or a related field.

Hours: 35 hours per week; EHC has a flexible work week schedule, occasional evening and weekend work will be required.

We are an equal opportunity employer. The EHC encourages diversity and welcomes applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Interested candidates email resume and cover letter as a single PDF attachment to:

Danielle Dolgoy, Operations Coordinator Email: ddolgoy@edmontonheritage.ca