



## **Exhibition Manager – Job Description**

Reporting to the Director of Curatorial Programs, the Exhibition Manager manages the exhibition activities of the Chinese Canadian Museum (CCM) to assist in developing inspiring and innovative exhibitions that align with CCM's strategic plan and professional museum standards.

This position interfaces with all areas of the museum and contributes to the long-term strategic planning of the organization, anticipates challenges, and creates lasting opportunities and sustainability.

Working closely together with the curatorial staff and the Director of Curatorial Programs, this position is responsible for the administration, coordination, and successful implementation of CCM's exhibitions, including long-term planning, scheduling, budgeting, content creation, installation, and risk assessment.

The Exhibition Manager creates and helps foster relationships with cultural institutions and museums, cultural practitioners, artists, curators, historians, collectors, educators, donors, and the public.

Working for a not-for-profit society which recently opened to the public, the successful applicant is expected to excel in a fast-evolving environment, working effectively and independently, while collaborating with the museum team, and external partners and stakeholders.

This position is expected to be performed primarily in the office in Vancouver Chinatown, with expected workdays from Monday to Friday, from 9am to 5pm. Some off-site work and meetings may be required, as needed.

### **About the Chinese Canadian Museum**

The Chinese Canadian Museum Society of British Columbia was founded in March 2020 as an independent, non-profit society to establish and operate a public museum in British Columbia honouring Chinese Canadian history, contributions, and living heritage. The first museum of its kind in Canada, the Chinese Canadian Museum showcases arts, heritage, and cultural exhibitions that celebrate the inclusion and collaboration among Chinese Canadians, Indigenous peoples, and other communities across generations, throughout British Columbia, Canada, and the world.



## **Working with Our Team**

At the Chinese Canadian Museum, we are a fun, close-knit management team that is supportive of each other's career goals and are passionate about our cultural institution and Vancouver Chinatown. Our total compensation package is designed to support our staff in achieving their goals and focus on the things our staff love. In addition to competitive base pay, training and development opportunities, we also offer extended health plans, paid time off, matching RRSP plan, phone reimbursement plan, and free admission to museums in 137 countries around the world.

## **Key Responsibilities**

- Provide strategic and operational management for the planning, production, and delivery of art and heritage exhibitions, from concept and design through installation, operation, and deinstallation, ensuring effective stewardship of budgets, timelines, and resources.
- Direct complex contract negotiations for exhibitions and touring partnerships with institutions, artists, and guest curators, ensuring compliance with legal and institutional standards.
- Oversee departmental financial planning, budget allocation, procurement, and reporting processes in collaboration with the Finance and Administration Department, maintaining fiscal discipline and transparency.
- Lead the development and implementation of touring exhibition strategies aligned with the museum's mission, overseeing logistics, insurance, and documentation for national and international projects.
- Maintain a comprehensive exhibitions calendar and optimize departmental workflows, policies, and procedures to improve efficiency and accountability.
- Mentor and support Curatorial and Exhibition team members, fostering collaboration, high performance, and professional growth.
- Coordinate cross-departmental efforts to ensure seamless exhibition delivery and effective integration of digital technologies that enhance visitor engagement.
- Collaborate with Education and Public Programs teams and Marketing Department to strengthen interpretive content, audience engagement, and institutional initiatives.



- Contribute to institutional strategic planning by advising senior leadership on exhibition priorities, resource allocation, and long-term programming objectives.
- Other duties as required.

## Qualifications

- Have a recognized university degree in a relevant field such as art history, museum studies, arts administration, cultural management, or equivalent.
- Have a minimum of 5 years of experience managing exhibitions within a museum or gallery environment.
- Demonstrate strong project management and team leadership skills, with the ability to work under tight deadlines and manage multiple priorities in a dynamic environment.
- Demonstrate strong problem-solving skills and the ability to prioritize effectively in situations requiring timely decision-making.
- Be proficient in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Have excellent oral, written, and interpersonal communication skills in English and Cantonese or Mandarin Chinese.
- Demonstrate a high level of discretion and the ability to escalate issues appropriately.
- Experience working in the not-for-profit sector is an asset.
- Experience with Adobe Photoshop or Illustrator is an asset.

**Salary range:** \$70,000 to 80,000 per annum

Please submit a cover letter and resume to [hr@chinesecanadianmuseum.ca](mailto:hr@chinesecanadianmuseum.ca). Posting will be open until the position is filled although priority will be given to those that apply before 29 May 2026.