



CHINESE
CANADIAN
MUSEUM
華裔博物館

51 East Pender Street
Vancouver, BC V6A 1S9
Tel: 604.262.0990

Curatorial Assistant (Touring) - Job Posting

Chinese Canadian Museum (CCM) is seeking an experienced curator for the position of **Curatorial Assistant (Touring)**.

The Curatorial Assistant supports the exhibition activities of CCM with a particular focus on our touring exhibitions, as well as research for our upcoming feature exhibition. Working closely together with the exhibition curators, the ideal candidate facilitates organization and execution of assist with research and logistics of the museum's upcoming exhibitions in Fall 2024 and Winter 2025 as well as touring 2023 exhibitions, liaising often in partnership with organizations and groups based in other parts of Canada.

The ideal candidate assists in creating new knowledge through the primary activity of research and administering research to wide-ranging publics through a variety of means including exhibitions, publications, public programs, learning and interpretive initiatives. Additional duties may include research and strategic plan development of a permanent collection, nurturing relationships with cultural practitioners, artists, historians, collectors, educators, donors, and the public.

About 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 will exhibit 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. Guided by its mission statement "Connecting to the Chinese Canadian story – addressing inclusion for all," the Chinese Canadian Museum aspires to provide an invigorating and transformative experience for present and future generations through its exhibitions and programming throughout B.C. and Canada.

Responsibilities:

- Researches material relevant to exhibitions and proposed audiences.
- Assists in writing and editing resources and materials for programs.
- Assists in installation of exhibitions, and potentially touring locations of exhibitions in other galleries.
- Assists with coordination of exhibitions, objects, artwork, and storage of exhibition objects.
- Assists in training museum assistants about exhibitions on view, the Chinese Canadian Museum, Chinatown, and Chinese Canadian history/experiences.
- Helps implement special events and programming activities as they arise.
- Books and liaises with guest speakers, instructors or artists and facilitates honorarium payments, etc.
- Works with CCM's marketing team to ensure widespread awareness of upcoming education and public programs to maximize participation.

- Work with CCM finance/accounting department to submit invoices for vendor payment, as per approved activities and budget categories within grants.
- Strong knowledge and familiarity with Zoom, PowerPoint, and other virtual / digital technology as required. Some travelling in Canada may be required.
- Other duties as assigned.

Qualifications:

- 1-2 years' experience in coordinating exhibitions.
- Strong organizational skills with a proven ability to multitask.
- Reliability and a track record of delivering projects on time.
- Writing content for the public in clear, plain language.
- Broad knowledge and interest in Chinese diaspora and Chinese Canadian history.
- Excellent communication skills including writing, editing and public speaking and formal presentation.
- An additional language ability in Cantonese and/or Mandarin is a strong asset.
- Experience with installation of exhibitions, and potentially touring locations of exhibitions in other galleries.
- Experience with coordination of exhibitions, objects, artwork, and storage of exhibition objects.
- Compensation: \$55,000 per year.
- This position is open until filled.

How to Apply:

- Please submit a cover letter and resume as one document to Secretariat@chinesecanadianmuseum.ca.
- Please note that only shortlisted candidates will be contacted.