



Director of Curatorial Programs – Job Description

The Chinese Canadian Museum (CCM) is seeking a highly motivated Director of Curatorial Programs to join our passionate and growing team.

The Director of Curatorial Programs provides strategic vision and managerial oversight for the museum's exhibitions, educational programs, and collection strategy, including a small team of curatorial, education, exhibition, installation staff, and external consultants. This position works across disciplines to develop and implement museum experiences that engage diverse communities, and help the museum achieve its strategic implementation goals.

The Director of Curatorial Programs is a senior member of the museum leadership team, collaborating on strategic and interpretive planning, the execution of administrative and budgetary matters, the establishment of policies and procedures, and long-range exhibitions and programming schedules. This position reports directly to the CEO. The Director of Curatorial Programs will be a seasoned curator with experience mentoring staff and a well-developed understanding of curatorial, installation, and collections care.

Working for a not-for-profit museum 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 9 a.m. to 5 p.m. Some off-site work and meetings may be required, as needed. Some exhibitions and programs will occur on weekends and evenings with hours adjusted accordingly.

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.



Responsibilities include the following:

1. Provide leadership and direction of the curatorial and exhibition staff, including priority setting, coaching, and performance management.
2. Supervise and lead curatorial participation throughout the exhibition process, research, and programming proposal development and implementation.
3. Supervise and oversee a collections strategy and collaborate with museum colleagues to develop appropriate methods for collections acquisition, access and disseminating research to the wider museum and research communities.
4. Collaborate with the CEO and other colleagues to conceive and shape a distinctive and dynamic exhibition program that is well-researched, exciting, and advances the museum's strategic plan.
5. Develop and implement exhibition budgets and schedules, collaborating closely with the CEO and Director of Finance and Administration.
6. Partner with the Education and Programs department to develop interpretative programs in support of the museum's teaching mission and interpretive planning goals.
7. Partner with the CEO and Director of Development in cultivating relationships with existing and potential donors, foundations, collectors, contribute to the development, writing, implementation, and reporting of major grants and gifts
8. Builds and maintains a network of professional relationships with artists, curators, critics, and other specialists locally, nationally, and globally.
9. Other duties as required.

Qualifications

- 5 years of experience in collaboratively conceptualizing innovative exhibitions in a culture environment with progressively increasing levels of responsibility and accountability.
- Bachelor of Arts in a related discipline, Masters preferred.
- Demonstrated leadership in museum field specifically related to curatorial, collections, and exhibition development work.
- Enthusiasm for strategically communicating the museum's mission to diverse individuals, communities, and cultures in our local community and globally.
- Strong administrative, fiscal, and staff management skills, with a clear record of leading and managing museum projects, including exhibitions.
- Advanced knowledge of museum curating, research, and collections development.
- Knowledge and understanding of museum ethics and principles, especially regarding issues of provenance/provenience
- Excellent presentation and writing skills, and effective communication, organizational, and time-management skills
- Ability to work as a member of a team-based environment with strong collaborative skills
- Demonstrated ability to direct, coach, and motivate direct reports
- Willingness to build positive and effective relationships with museum colleagues, donors, and the broader Chinese Canadian communities



- Demonstrated experience and ability to achieve deliverables while working collaboratively and independently without close supervision within tight deadlines. Excellent written and verbal communication skills in English and, preferably, in one or more Chinese languages.
- Passion for cultural heritage preservation and promotion of diversity and inclusion.
- Familiarity with Chinese Canadian culture, contemporary art, histories, and community building is an asset.

Salary Range: \$100,000 to \$130,000 / year

Please submit a cover letter and resume to hr@chinesecanadianmuseum.ca. Posting will be open until the position is filled although priority will be given to those that apply before Dec 1st, 2024.