



# BUILD A CITY. BUILD A FUTURE.



## Associate Curator (Community Services Coordinator 1)

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

### SCOPE

The City of Surrey has an exciting curatorial position for special projects at Museum of Surrey. The first, is the development of a Surrey Sports Hall of Fame. This project includes public engagement, development of terms of reference, selection committee, the development and ongoing maintenance of a Surrey Sports Hall of Fame (SSHOF) website, the first inauguration ceremony, and the development of physical displays in strategic locations with a vision for a future permanent home for the SSHOF. The SSHOF will honour residents for their outstanding achievement in, or contribution to, sport in Surrey.

Reporting to the Museum Manager, the Associate Curator will work with an internal staff working group, collaborate with community and sport stakeholders, and oversee all aspects of the SSHOF project to implementation. Following implementation, the Associate Curator will maintain various aspects of the SSHOF and support other exhibition-related activities at Museum of Surrey.

### EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

### RESPONSIBILITIES

The Associate Curator will:

- Work with internal staff and community stakeholders to develop the SSHOF.
- Create an annual plan that includes displays and website updates to celebrate inductees and sport in Surrey.
- Develop terms of reference for a new SSHOF Advisory Committee and be staff liaison.
- Oversee project to ensure it has an accessible and vibrant web presence.
- Work within start-up budget and annual operating budget.
- Facilitate coordination with City of Surrey staff and community stakeholders.
- Coordinate logistics and plan displays to be located in select civic facilities.
- Write and present reports for City Council, committees, and other audiences.
- Build and maintain strong relationships with community sports stakeholders.
- Organize and facilitate meetings with community sports stakeholders.
- Create a plan to implement SSHOF events and awards, similar to other City of Surrey awards events.
- Help develop a sports artifact and document acquisition plan.
- Liaise with marketing and communications staff to develop marketing and communications campaigns to promote the SSHOF, ensuring resident and stakeholder awareness.
- Support additional special exhibits projects and initiatives.

We are looking for a positive, thoughtful coordinator who has demonstrated experience building relationships with the community and is passionate about serving the public. The successful candidate will have strong curatorial, communication, and project management skills. The ideal candidate shares the City's values of Community, Innovation, Integrity, Service and Teamwork, and wants to be part of a dynamic team working to build a vibrant city.

## QUALIFICATIONS

Graduation from a recognized university or college level program and 3 years of progressively responsible experience include supervision. An equivalent combination of education and experience will be considered.

In addition, the successful candidate will have:

- Graduated from a university or college program in a related discipline such as museum studies, project management, human geography, sport management etc.
- Website technical experience or strong understanding applicable to the role.
- Exhibit curation and design experience.
- Strong facilitation abilities.
- Highly developed skills in written communication and report writing.
- Strong oral communication and public relations skills.
- General knowledge of financial management, audit and control functions.
- A good understanding of best practices and trends for Sports Halls of Fame or similar is a considerable asset.
- General knowledge of museology practice is an asset.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

## OTHER INFORMATION

Hourly Rate \$35.71

Steps	Hourly Rate
Step 1	\$35.71
Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

## APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6255