



Job Title: Museum Curator

Type: Full-Time, 40 hours per week

Salary: \$70,000 plus Health and Pension Benefits

About Us:

High Prairie & District Museum is a small but dynamic community-focused museum dedicated to preserving and sharing the unique history, culture, and heritage of High Prairie and the local region. The Town has recently assumed responsibility of the operations of the museum from the independent High Prairie Museum Association. Historically, the museum has offered engaging exhibits, educational programming, and events that connect visitors of all ages with our rich past and vibrant present. The interior of the building is well kept and has the capacity to entertain community events, ideal for a variety of craft workshops, games, teas, movies, etc...

Position Overview:

We are seeking an energetic, visionary, and hands-on **Museum Curator** to lead our museum into its next chapter of growth and engagement. While this can be seen as an entry level position, this is a unique opportunity for a passionate individual to oversee and gain valuable practical experience in all aspects of museum operations—from curating exhibits and managing collections to fundraising, community outreach, and organizational leadership.

Equally important is the Museum Curator's initiative and ability to organize community events to be held in the museum building to increase foot traffic into the museum and, to generate some additional revenue where appropriate.

Key Responsibilities:

Leadership & Administration

- Provide overall strategic direction and day-to-day management of the museum.
- Work closely with the Town Administration to develop and implement the museum's mission, goals, and policies.
- Supervise and support a small staff and volunteers.

Curation & Collections

- Plan, design, and install engaging exhibitions.
- Oversee the care, documentation, and interpretation of the museum's collections.
- Develop new acquisitions and maintain collection records.

Fundraising, Event Organizing

- Identify and pursue funding opportunities including grants, sponsorships, and individual giving.
- Organize fundraising campaigns and donor engagement events.
- Organize community craft workshops

Community Engagement & Programming

- Build strong relationships with local schools, organizations, and the wider community.
- Develop and promote educational programs, tours, and special events.
- Represent the museum at public functions and in the media.

Marketing & Communications

- Manage the museum's website, social media, and promotional materials.
- Oversee visitor services and enhance the overall visitor experience.

Qualifications:

- Bachelor's degree in Museum Studies, History, Art History, Public History, or a related field.
- Experience in exhibition design, collections management, and/or curation.
- Strong leadership, communication, and interpersonal skills.
- Experience in fundraising and grant writing.
- Comfortable taking on diverse responsibilities.
- Training and experience requirements are flexible; the Town is willing to consider a range and combination of backgrounds and experience and will provide training for the right candidate.

To Apply:

Please send a cover letter, resume, and contact information for three professional references to Mr. David Joy, cao@highprairie.ca by February 28th, 2026.