

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 parental leave (temporary) position with Surrey Sports Hall of Fame (SSHOF) at Museum of Surrey. The Associate Curator would curate two small SSHOF exhibits, the implementation and installation of a digital kiosk, and oversee public engagement for nominations and awareness. This position organizes and schedules Board and Committee meetings and ensures nominations are put forward for the 2027 inductee year. The Associate Curator would be the lead in the 2027 Induction Ceremony at Surrey City Hall.

Reporting to the Museum Manager, the Associate Curator will work with an internal staff working group, collaborate with community and sport stakeholders, and oversee the SSHOF, maintaining various aspects of the SSHOF. As time permits, the Associate Curator would also support other curatorial and exhibit needs at Museum of Surrey.

This is an excellent opportunity for museum workers looking to expand their expertise in engagement, marketing, and curatorial practice.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (14 Months)

RESPONSIBILITIES

The Associate Curator will:

- Work with internal staff and community stakeholders to maintain and promote the SSHOF.
- Develop terms of reference for a new SSHOF Advisory Committee and be staff liaison.
- Oversee project to ensure it is 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 the 2027 Inductee Ceremony as well as other SSHOF events, similar to other City of Surrey awards events.
- Help Collections staff 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 at the Museum of Surrey.

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.

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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(2024 Rates) Pay Grade 19

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

This Posting Closes on February 11, 2026.