

Posting #25-067CU

Artwork Collections Coordinator

Geoffrey R. Weller Library

Regular, Part-time (0.23 FTE)

Purpose

Reporting to the Head of Archives & Special Collections, the Artwork Collections Coordinator oversees all aspects of collections management for the works of art in the University's artwork collection which are both in storage and on public display. Management tasks include, but are not limited to, maintenance, conservation, storage, transportation and handling, installation, security, and record keeping activities as required to maintain the University's permanent collection, exhibitions, and acquisitions. The Artwork Collections Coordinator will also ensure that collections management is conducted in accordance with the highest public art gallery standards in Canada aligned with the resources made available by the University.

Responsibilities

Duties include but are not limited to:

- Managing the maintenance, storage, transportation, security, and record keeping associated with the University's permanent art collection and campus-wide installations;
- Undertaking preventative conservation action and initiating third party remedial conservation work when required;
- Working with Safety & Risk Management to coordinate and maintain a current disaster plan;
- Ensuring accurate and up to date record keeping standards are maintained for all collections documentation to meet all legal requirements and donor obligations;
- Planning and implementing processes and procedures for physical and intellectual control of the inventory of the permanent collection, including assignment of storage locations, initiation of requests for service, location tracking, condition reporting, visual documentation, inventory, labelling, and auditing.
- Respecting the cultural origins and artistic integrity of each piece accordingly;
- Coordinating artwork collection acquisitions and related procedures;
- Coordinating receipt of new acquisitions with donors and organizing all related official documents and tax receipts, as well as shipping and insurance of pieces as required;
- Arranging for monetary appraisals of artworks for either tax or insurance purposes when required;
- Overseeing contract workers who provide professional service including appraisers, conservators, art handlers and photographers;
- Preparing budgets and monitoring expenditures specific to collections; and
- Evaluating current practices, staying current with professional standards, and developing new practices in collections management and care.

Qualifications

The successful candidate will possess the following:

- A relevant bachelor's degree and a minimum of 2 years of related experience in a museum or art gallery setting;

- A Master's Degree in Art History, Fine Arts, Visual Arts, Museum Studies or Conservation, or other related specialization would be an asset;
- Extensive knowledge of art and art media;
- Sound, general knowledge of art history and the ability to digest information from a variety of sources including art journals, exhibition catalogues, and the internet;
- Knowledge of database management, particularly museum or archival collections databases;
- Advanced knowledge of art cataloguing and documentation standards, principles, and systems;
- Extensive knowledge of art conservation principles and practices, and appropriate art handling techniques;
- Excellent interpersonal communication and donor relations skills;
- Demonstrable research, analytical, writing and computer skills, management and supervisory skills, and financial acuity;
- The ability to work independently with exceptional organizational and time management skills;
- A valid driver's license; and
- The ability to lift, move and carry up to 10 kg and work in a dusty environment when required.

An equivalent combination of education and experience will be considered.

This position requires a current clear Criminal Record Check.

Salary

This position has been classified at a Grade 8. The annual salary range for this position is \$66,411.80 to \$69,160.00 and the normal starting salary will be \$66,411.80, pro – rated based on the hours worked.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. Please note that this position is not eligible for group benefits. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

This regular, part-time position of eight hours per week comes with the expectation that hours be filled in accordance with a regular set schedule between 8:30am-4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-067CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on August 14, 2025.

