

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – MUSEUMS AND HERITAGE PRESENTATION – LOCATION – BATTLEFIELD HOUSE MUSEUM AND PARK)

#### CURATOR (BATTLEFIELD MUSEUM NATIONAL HISTORIC SITE)

##### SUMMARY OF DUTIES:

Reporting to the Manager, Museums & Heritage Preservation responsible for the administration and operation of the Battlefield Museum complex, a National Historic Site consisting of an historical house museum, Battlefield Monument and park and other buildings situated within an historic and archaeologically rich landscape setting.

##### GENERAL DUTIES:

Plans, organizes and directs the administration and operations of the museum according to policies, procedures, approved budget and service target levels.

Manages the cultural and heritage resources of the Battlefield Museum complex, a National Historic Site, according to museum standards, legislation, easements, designations and policies, including artifacts, archives, archaeology, and structures to ensure they are preserved for future generations.

Maintains professional standards for collections management activities of the site including acquiring, studying, identifying, cataloguing, storing and caring for historically and culturally significant artifacts according to the museum mandate and museological standards.

Develops, implements and evaluates site Business Plan annually. Researches demographic trends.

Hires, trains, supervises, schedules, disciplines and performs performance evaluations for staff.

Promotes volunteer opportunities, organizing and monitoring activities according to site and Departmental policy and procedures including maintaining working relationships. Liaises with the Friends of Stoney Creek Battlefield Park.

Ensures all health and food regulations, required licenses and safety codes are followed and communicated to staff (and volunteers) and adheres to in accordance with relevant legislation, established policies and procedures and training.

Responsible for the maintenance, security and safety of the National Historic Site including buildings and collections through initiating policies and procedures in accordance with the museum mandate and train staff accordingly.

Prepares, maintains and monitors approved operational budget for the site in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels. Prepares quarterly reports.

Initiates capital budget projects by identifying needs, researching and providing documentation as required. Provides site management for approved projects.

Initiates, researches, communicates and promotes the interpretative themes and messages of Battlefield Museum complex National Historic Site according to the museum mandate and the site's Commemorative Integrity Statement through tours, educational programmes, exhibits, special events, workshops, extension and outreach services for the general public and a wide variety of educational and user groups. Ensures that programs meet the

needs of the community or user group. Coordinates the planning and implementation of the Re-enactment of the Battle of Stoney Creek.

Administers, co-ordinates and directs ongoing activities of the site by delegating and assigning work to staff to ensure maximum utilization of human resources and harmonization by influencing, and providing support, guidance and motivation as required.

Researches a range of historical themes, including period landscaping and gardening, foodways and social history with a specialization in nineteenth century Canadian and military history and material culture.

Monitors revenue-generating activities including admissions. Investigates new initiatives and sources of funding.

Recommends marketing initiatives and promotes the site by addressing groups at public meetings or conferences and representing the section at special events.

Maintains tourism information services to promote the area on behalf of the City.

Investigates trends, new initiatives, amendments in the area of museology, education, heritage and tourism and new legislation relative to the site.

Acts as a resource to supervisors and staff in the measurement of customer satisfaction, service quality and continuous improvement programs.

Provides curatorial and historical expertise to the Department, other city staff and community. Liaises with other museum professionals.

Prepares grant applications for outside funding agencies and other levels of government to enhance operations or delivery of specific projects and events.

Responds to public requests or complaints in a timely and professional manner according to the needs of the individual or group and in keeping with the short and long term goals and objectives of the museum and Department.

Ensures that all staff receives adequate and pertinent safety training in order that work is performed in a safe and productive manner.

Ensures that all staff adheres to mandated health and safety standards by monitoring and participating in the employee health and safety program.

Assists in the development, recommendation and interpretation of policies and procedures related to the museum and Department.

Prepares reports and recommendations on heritage, museum issues, participate in meetings. Researches and recommends new initiatives.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational health and Safety.

**QUALIFICATIONS:**

1. Undergraduate university degree in history or related discipline.
2. Minimum of four years museum experience in a museum setting is essential.

3. Ability to research and prepare reports.
4. Comprehensive knowledge of Canadian and military history and material culture.
5. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, communication and organizational skills.
6. Demonstrated experience in revenue generation and merchandising within the context of a cultural and tourism facility.
7. Proven leadership qualities.
8. Team building skills.
9. Experience in computerized environment. Working knowledge of Word, Excel, Microsoft Outlook and database software.
10. Knowledge of relevant legislation i.e. Occupational Health and Safety Act and Regulations including W.H.M.I.S. legislation, Employment Standards Act and Ontario Human Rights Code, Municipal By-laws, Smoking and Alcohol Policies.