

## CITY OF HAMILTON

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** **(TOURISM & CULTURE DIVISION – LOCATION – LISTER BLOCK)**

#### **SENIOR CONSERVATOR**

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

#### **SUMMARY OF DUTIES**

Reporting to the Director, Culture responsible for managing the administration, conservation and preservation services for the City of Hamilton's culturally significant historic properties, Museums, and monuments as well as the corporate, fine arts and archaeological collections ensuring their preservation for future generations.

#### **GENERAL DUTIES**

Manage the preservation of historic resources of the City's eight museums; Corporate collection; Fine Art collection; the Public Art & Monument Collection; and heritage buildings under the administration of the Culture Section in order that the historic, monetary, and intrinsic value and integrity of these assets are maintained for future generations. These collections include art, artefacts, archives, archaeological material, monuments and structures.

Implement and maintain an infrastructure of effective policies, procedures and controls in order to effectively manage and safeguard the heritage assets of the municipality under the Culture Section, Department of Community Services.

Hire, train, supervise, schedule, discipline and complete performance evaluations for staff; direct work of the facilities Supervisor Heritage Buildings and Museum Technician.

Administrator, co-ordinates and direct ongoing preservation and collection activities by delegating and assigning work to staff to ensure maximum utilization of human resources and harmonized by influencing, and providing support, guidance and motivation as required.

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

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

Ensure all contractors adhere City's and provinces health & safety regulations.

Initiate capital projects by identifying needs, researching and providing documentation as required. Provide site management for approved projects.

Prepare, maintain and monitor approved operational and capital budgets for the site in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels. Prepare quarterly

reports.

Manage quality control standards in treatments affecting heritage assets. Determine scope of work and terms of reference for projects contracted to outside conservators and tradespersons. Lead construction meetings, sit on project committees, review technical reports, liaise with provincial and federal specialists.

Create, develop, recommend and interpret policies and procedures related to the heritage collections and Department.

Ensure professional and legislated standards are met in any altering treatment of Hamilton's heritage assets including art, artefacts, buildings, and monuments.

Investigate current practices, new initiatives, amendments in the field of heritage conservation and keep abreast of new legislation relative to preserving heritage assets.

Conduct conservation treatments and supervise treatments carried out by contractors that meet national standards as outlined in the 'Code of Ethics and Guidance of Practice' established by the Canadian Association for Conservation of Cultural Property and the Canadian Association of professional Conservators.

Develop, implement, and evaluate Preservation and Collections Business plan annually.

Maintain permanent records including photo documentation, maintenance and treatment documentation on relevant heritage objects and structures.

Identify hazards to the City's heritage material, create a system of measures designed to minimize the chance of preventable emergencies, provide written guidelines for emergency and disaster response for damaged heritage assets and supply sites with specialized artefact recovery materials and training. Provide leadership in the case of emergency situations involving heritage assets.

Initiate and maintain preventive maintenance database for the public art and monument collection.

Operate and maintain a Conservation Laboratory. Assess lab usage, maintain specialized conservation inventory and specialized equipment. Ensure correct health & safety measures are followed.

Provide preservation training for museum staff, staff from other City departments, grant staff, volunteers, and for the public.

Write technical papers in the field of conservation and preservation.

Partner with Canadian conservation post graduate programs to provide conservation internships for future Conservators; liaise with learning institutions on performance issues, provide written workplans, evaluate level of competence through assessments, and determine level of proficiency.

Promote City of Hamilton preservation initiatives by addressing groups at public meetings, conducting workshop to colleagues, conferences and representing the section at special events.

Promote volunteer opportunities, organizing and monitoring activities according to site and project, Departmental policy and procedures including and maintaining working relationships.

Act as a resource to supervisors and staff in all aspects of heritage conservation and maintenance and in continuous improvement programs.

Provide conservation expertise to the Department, other city staff and community. Liaise with other museum and conservation professionals.

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

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

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.

Prepare reports and recommendations on heritage, conservation issues, participate in meetings. Research and recommend new initiatives.

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

### **QUALIFICATIONS**

1. Sound knowledge in the field of conservation and preservation normally acquired by a Degree in Conservation or a related field or an equivalent combination of education, progressive supervisory experience and related work experience with a proven commitment to the professional standards outlined in the 'Code of Ethics and Guidance of Practice' established by the Canadian Association for Conservation of Cultural Property and the Canadian Association of Professional Conservators.
2. Proven knowledge of the best operational practices together with a proven record in the administration in a complex multi discipline heritage conservation environment.
3. Proven ability to understand scientific concepts associated with the construct of heritage materials, deterioration complexities, and conservation research and treatment.
4. Demonstrated ability to research and prepare reports.
5. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
6. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, communication and organizational skills.
7. Demonstrated leadership, decision making, team building skills and organizational skills.
8. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook and database software.
9. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
10. Working 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.