

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT(CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION - LOCATION – VARIOUS

#### PROGRAM COORDINATOR – HAMILTON CIVIC MUSEUMS – CUPE 5167

#### SUMMARY OF DUTIES

Reports to the Program Manager Sites & Museums. In accordance with museum standards researches, plans, coordinates and implements special events and programmes; coordinates volunteers, provides visitor orientation and interpretation, coordinates gift shop, coordinates bookings and box office for the Hamilton Civic Museums, receives visitors and admissions and maintains associated records, performs clerical and security functions.

#### GENERAL DUTIES

Research, plan, coordinate, organize, publicize, implement and evaluate programmes presented by the museum including curriculum-relevant educational programmes with strong art focus, workshops, seminars, lectures, group tours and major and minor special events both on and off site.

Coordinate development of and assist with educational programmes and other programmes where needed.

Conduct all necessary administration relating to programmes.

Recruit, supervise and coordinate volunteers for programmes and events and associated administration.

Organize and implement, including setup and dismantling, of programme material, equipment and promotional displays.

Responsible for promotion of programmes and special events. Prepare flyers and programme material.

Represent the museum, where needed, at outreach or off site functions.

Maintain gift shop area; research and purchase stock, communicate with artisans, and coordinate volunteers associated with shop.

Receive visitors, give tours and provide interpretation of the site.

Sell tickets and merchandise, balance cash and maintain associated records.

Coordinate rentals, including set up and tear down where required .

Receive and answer visitor inquiries.

Maintain security of buildings and collection; ensure visitors who enter, leave.

Record bookings for group tours and other clerical/reception duties.

Operate audio visual equipment.

Responsible for visitors' safety.

## Job Description #: 4021

Assist with the handling and cataloguing of the museum collection.

Work 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.

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

Pick up and purchase supplies and attend meetings off site as needed.

Represent museum on Programme Committee.

### **QUALIFICATIONS**

1. Previous experience in a museum/cultural institution setting related to duties listed above normally acquired through a combination of education and relevant work experience.
2. Good communication and organizational skills.
3. Experience in a computerized environment. Working knowledge of Word, Excel and Microsoft Outlook.
4. Demonstrated ability to provide visitor orientation and interpretation, research pertinent facts and assist in the planning and coordination of special events and programs.
5. Previous experience working with children.
6. Must be able to work on weekends and statutory holidays.
7. Knowledge in the areas of Fine Art and/or History an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**NOTE 1:**

Applicants must be available to work weekends, evenings and statutory holidays.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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