

## CITY OF HAMILTON

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** **(TOURISM AND CULTURE DIVISION — LOCATION – HAMILTON CHILDREN'S MUSEUM)**

#### **CURATOR**

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 Manager, Museums & Heritage Preservation. Responsible for the administration, operation, preservation, public programmes, community development and promotion of the Children's Museum.

#### **GENERAL DUTIES**

Plan, supervise and direct the administration and operation of the Museum.

Initiate, research, communicate and promote the interpretative themes and messages of the Children's Museum according to the museum mandates through tours, education programmes, exhibits, special events, extension and outreach services for the general public and a wide variety of education and user groups. Establish exhibit goals and objectives and evaluate exhibit and activity centre performance. Ensure that programmes meet the needs of the community or user group.

Manage the cultural and heritage resources of the Children's Museum according to museum standards, legislation, easements, designations and policies, including artefacts and archives to ensure same are preserved for future generations.

Maintain professional standards for collections management activities of the site including acquiring, studying, identifying, cataloguing, storing and caring for historically significant artefacts according to museums' mandates and museological standards.

Liaise with schools, school boards, teachers, students, parents and the public. Develop and maintain positive working relationship. Represent the Museum at various committees.

Research new teaching techniques as well as a range of creative themes for children's programming.

Develop, implement and evaluate site Business Plan annually. Research demographic trends.

Develop and evaluate community needs through formulation of short and long-range plans.

Hire, train, supervise, schedule, discipline and perform performance evaluates for all staff and volunteers. Coordinate a volunteer program.

Administer, co-ordinate and direct the 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

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and motivation as required.

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

Ensure all health and safety legislation is followed and communicated to staff and volunteers. Ensure legislation is adhered to in accordance with relevant legislation, established policies and procedures and training.

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

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

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

Monitor revenue-generating activities including admissions and merchandise sales. Investigate new initiatives and sources of funding.

Responsible for the maintenance, security and safety of the Children's Museum through initiating policies and procedures and training staff according.

Develop and renew community support for over-all museum operation in areas of creative and alternative sources of exhibits.

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

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

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

Liaise with other museum professionals.

Respond 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.

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

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

### **QUALIFICATIONS**

1. Sound knowledge of the duties listed above with progressive supervisory experience in a museum environment usually acquired by obtaining a Degree in History or related discipline or an equivalent combination of education and related work experience.
2. Proven knowledge of best operational practices together with a proven record in the administration of a museum environment.
3. Sound knowledge of implementing Children's programs in a museum setting.

4. Demonstrated experience in exhibit development and preparation.
5. Marketing and communications skills.
6. Demonstrated ability to research and prepare reports.
7. Comprehensive knowledge of curatorial and collection management.
8. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, communication and organizational skills.
9. Demonstrated experience in revenue generation and merchandising within the context of a cultural and tourism facility.
10. Proven leadership qualities.
11. Team building skills.
12. Experience in computerized environment. Working knowledge of Microsoft Office XP (Word, Excel, Microsoft Outlook) and database software.
13. 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 as it relates to this position.

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

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