

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(CULTURE DIVISION – CULTURE & HERITAGE – LOCATION - DUNDURN CASTLE, 610 YORK BLVD.)

CURATORIAL PROGRAM ASSISTANT – CUPE 1041

SUMMARY OF DUTIES

Reports to the Senior Curator, Dundurn National Historic Site. Supervises the day to day operations of Dundurn Castle and Hamilton Military Museum. Develops and evaluates public and educational programs including special events. In the Curator's absence, be responsible for the operation of the site.

GENERAL DUTIES

Supervises the day to day operations of Dundurn National Historic Site (Dundurn Castle and the Hamilton Military Museum). Prepares work schedules and completes personnel related forms and reports.

Supervises Historical Interpreters (at both locations), the Garden Demonstrator, the Historic Kitchen Coordinator and the Historic Garden Coordinator, the Military Museum Coordinator and summer students.

Develops and conducts training programs.

Interviews and recommends selection of staff, evaluates performance and initiates appropriate action.

Develops, directs, conducts, and evaluates public, educational programs and special events.

Creates, designs and prepares teaching and promotional materials, outreach programs, lectures and special needs programs and itineraries.

Creates, designs and prepares exhibits and provides advice on the interpretive content of exhibits.

Coordinates the booking, scheduling and confirmation of all public and educational programming.

Prepares and maintains statistical reports.

Monitors interpretive wages, salaries and program costs. Assists in the budget preparation for interpretive programming.

Participates as a member of various committees (such as marketing and programming) and in activities of the museum community.

Receives and answers inquiries from staff, public and community/educational groups.

Ensures the security of the building and collection. Reports deficiencies in safety/security systems and apparent damage or loss.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

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

QUALIFICATIONS

1. Previous museum experience related to duties listed above normally acquired by obtaining a Community College Diploma in a museum related discipline or a combination of education and related work experience.
2. Demonstrated supervisory experience preferably in a museum environment.
3. Demonstrated experience in developing, implementing, delivering and evaluating public, educational and special interest programs and special events.
4. Experience working/partnering with community/special interest groups for the purposes of programs, exhibition and special events.
5. Excellent written and verbal skills, with a demonstrated knowledge of the Ontario School Curriculum, 19th century culinary, horticultural history and 19th and 20th century Canadian military history.
6. Knowledge of budget preparation and monitoring and experience working in a computerized environment with working knowledge of Microsoft Office XP (Word, Excel, Access, Outlook and Desktop Publishing) for the purposes of producing reports, spreadsheets, record keeping and for exhibition and program development.
7. Must be able to work on weekends, some evenings and statutory holidays.
8. Must be willing to obtain a Possession & Acquisition License (PAL).