

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM AND CULTURE DIVISION- LOCATION – HAMILTON MUSEUM OF STEAM & TECHNOLOGY)

CIVIC CURATOR

SUMMARY OF DUTIES:

Reporting to the Senior Curator, Learning and Interpretation, the Civic Curator will lead the research, scholarship and interpretation work of the Heritage Resource Management as it relates to the history of Hamilton and the surrounding Region.

The position will support collecting and collections care activities as well as the creation of visitor experience as related to local history.

The Civic Curator will work across the city as well as with community groups to preserve, share and explore the stories and themes, while acting as a resource person for questions of local history among City staff and the general public.

The Civic Curator will lead HRM wide events focused on the celebration and study of local and community history and act as a convenor, bringing interested parties together to study, interpret, share and preserve Hamilton's history.

The Civic Curator will represent HRM at events and on committees related to community and associated histories.

GENERAL DUTIES:

Advise regarding management of the cultural and heritage resources of the Hamilton Civic Museums according to museum standards, legislation, easements, designations and policies including artifacts, archives, archaeology, and structures to ensure they are preserved for future generations.

Initiate, research, communicate and promote the interpretative themes and messages of Hamilton's heritage according to the Civic Museums Strategy through tours, educational programmes, exhibits, publications, special events, workshops, extension and outreach services for the general public and a wide variety of education and user groups. Ensure that programmes meet the needs of the community or user group.

Maintain professional standards for collections management activities across the Heritage Resource Management section including acquiring, studying, identifying, cataloguing, storing and caring for historical significant artifacts according to the museum mandate and museological standards and in consultation and cooperation with the Curator of Collections.

Administer, co-ordinate and direct ongoing curatorial activities of the section 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.

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

Research a range of historical themes, including the history of Hamilton, industrial history and Canadian history.

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

Investigate trends, new initiatives, and developments in the area of museology, exhibitions, education, heritage, tourism and new legislation relative to the section.

Provide curatorial and historical expertise to the Department, other city staff and community. 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 museums and Department.

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

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

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

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 complex museum environment.
3. Demonstrated ability to research and prepare reports.
4. Solid working knowledge of the history of the City of Hamilton, industrial history, and the history of technology.
5. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, communication and organizational skills.
6. Demonstrated experience in revenue generation 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.

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