

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT (TOURISM AND CULTURE DIVISION – LOCATION – (LISTER)

CURATOR HERITAGE PROJECTS

SUMMARY OF DUTIES

Reporting to the Manager, Heritage Resource Management, responsible for the development, research, administration, operation, preservation, programming, community development and promotion of city wide heritage projects

GENERAL DUTIES

Plans, organizes and directs the administration and operation of city wide heritage presentation and preservation projects and their many components according to policies, procedures and legislation, approved budget and service target levels.

Administers, coordinates and directs ongoing activities of projects 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.

Develops project teams, project charters, project terms of reference, issues call for proposals,

Develops and manages project work plans and budgets.

Hires and supervises consultants, schedules, disciplines and performs performance evaluations.

Plans for and assesses community engagement techniques which are most appropriate for public consultation. Develops evaluation frameworks for public engagement.

Supervises staff on a project by project basis including a staff of Curators, Curatorial Assistants, historical interpreters, demonstrators, programme coordinators and volunteers and consultants

Supervises and/or implements the development, recommendation and interpretation of policies and procedures related to the museums and Department.

Initiates, researches, communicates and promotes the interpretative themes and messages of city wide heritage projects according to museum mandates and according to its Commemorative Integrity Statement through tours, educational programmes, exhibits, special events, workshops, extension and outreach services for the general public and a wide variety of educational and user groups. Ensures that programmes meet the needs of the community or user groups.

Prepares council reports and makes recommendations on heritage and museum issues. , Participates in meetings. Researches and recommends new initiatives.

Prepares, maintains and monitors approved operational budgets in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels. Prepares monthly reports.

Initiates capital budget projects by identifying needs, researching and providing documentation as required. Provides project management for approved projects.

Investigates trends, new initiatives, amendments in the area of museology, education, heritage and tourism and new legislation related to the citywide heritage projects including built heritage and archaeology.

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

Provides curatorial and historical expertise to the Department, other city staff and community. Liaises with other museum professionals.

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

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

Assists in the management of the cultural and heritage resources according to museum standards, legislation, easements, designations and policies that include artifacts, archives, archaeology, built heritage and structures to ensure they are preserved for future generations.

Researches a range of contemporary artistic and historical themes, including but not limited to immigration, settlement, war and peace, worker and workplace heritage, architectural history, period landscaping and gardening, foodways and social history .

Recommends marketing initiatives and promotes heritage related projects site by addressing groups at public meetings or conferences and representing the section at special events.

Responds 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.

Ensures 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.

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

Ensures that all staff adhere to mandated health and safety standards by monitoring and participating in the employee health and safety program.

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.

Acts as Manager, Heritage Resource Management in Manager's absence.

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

QUALIFICATIONS

1. Demonstrated competence in project management, process improvement, business planning, business analysis, fiscal management, performance measurement and evaluation within the heritage resource management sector.
2. Demonstrated competence in developing and implementing stakeholder and community engagement approaches and strategies.
3. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, communication and organizational skills

4. Proven ability to work with very tight deadlines and competing priorities.
5. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution
6. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
7. Must possess a valid Class "G: Ontario Driver's Licence and be available to work evenings and weekends as required.
8. 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.
9. Proven knowledge of best operational practices together with a proven record in the administration of a museum environment.
10. Demonstrated ability to research and prepare reports.
11. Comprehensive knowledge of Canadian history and material culture.
12. Proven leadership qualities.
13. Team building skills.
14. Experience in computerized environment. Working knowledge of Word, Excel, Microsoft Outlook and database software.
15. 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.