

CITY OF HAMILTON

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

HISTORIC KITCHEN COORDINATOR (DUNDURN CASTLE) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Curatorial Programming Assistant, takes team leader role in researching, planning, developing and coordinating period kitchen programmes at Dundurn National Historic Site. Provide visitor orientation and interpretation of Dundurn, with special focus on the 19th Century kitchen; cook and bake in period kitchen.

GENERAL DUTIES

Develop, plan and implement interpretive programme in 19th century kitchen, including but not limited to public programmes for general public, special events and workshops, curriculum based school programming, outreach and community projects.

Coordinate activities with Historic Garden Coordinator and Curatorial staff.

Coordinate and assign tasks to volunteers.

Liaise between Cook Demonstrators, other interpretive staff and Dundurn Senior Staff.

Lead the preparation, presentation and operation of food related special events at the Museum.

Assess and report on public programmes. Make recommendations to Curatorial Assistant on programme development.

Provide interpretation to general public of all ages while engaging in kitchen activities. Demonstrate 19th Century cooking techniques.

Wear period costume of mid-19th century cook.

Cook and bake by operating a mid-19th century kitchen using traditional recipes, methods and equipment.

Cook and bake in modern kitchen, adapting traditional recipes and methods to modern equipment.

Research techniques, foodways, recipes and equipment for 1850's kitchen. Apply knowledge to public programming.

Develop and maintain a library of food history reference books including historic cookbooks and contemporary periodicals.

Conduct inventory of supplies; Order materials and supplies.

Interpret and conduct tours and programs at Dundurn National Historic Site.

Participate in all aspects of museum programs and operations including set-up, clean-up and general customer service duties.

Participate as part of a team in developing new interpreters' skills and ongoing peer evaluation.

Report maintenance deficiencies.

Maintain cleanliness of historic and modern kitchens to public health standards.

Maintain security of artifacts and equipment.

Monitor public safety in kitchen and in vicinity of hot and/or sharp materials. Intercede as required.

Prepare and distribute promotions materials (e.g. media releases, posters, flyers etc.).

Perform basic report writing, clerical and record keeping duties related to team leader position (e.g. preparing proposal documents for supervisor, writing assessments of programmes, conducting inventory).

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

QUALIFICATIONS

1. Previous historical cooking and museum interpretation experience related to duties listed above normally normally acquired through a community college program in museum studies or a combination of education and related historic and interpretation work experience.
2. Museum Studies Certificate considered an asset.
3. Experience in providing visitor orientation and interpretation by developing programs, researching pertinent facts and providing interpretation for nineteenth century kitchen.
4. Experience in developing, implementing and evaluating historic programs.
5. Experience in cooking and baking in a period kitchen using traditional and modern methods and equipment.
6. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Microsoft Outlook, Word and Excel) and database programmes.
7. Knowledge and demonstrated experience in food history and recipe documentation, commercial or heritage kitchen management experience.
8. Good interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels and with the general public.
9. Experience in delivering museum education programs.
10. Ability to work independently with minimal supervision.

NOTE:

Flexible schedule with some evening and weekend work required

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