

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – MUSEUMS – LOCATION – DUNDURN CASTLE, 610 YORK BLVD.)

#### HISTORIC GARDEN COORDINATOR (DUNDURN CASTLE) - CUPE 5167

##### SUMMARY OF DUTIES

Reporting to the Curatorial Programming Assistant, takes team leader role in planning, developing and coordinating period garden programmes at Dundurn National Historic Site. Also responsible for coordinating the planting, maintenance, harvest and design layout of the historic garden. Provides visitor orientation and interpretation of Dundurn, with special focus on the 19<sup>th</sup> Century garden; performs and demonstrates mid-19<sup>th</sup> century gardening techniques in period costume in a restored garden.

##### GENERAL DUTIES

Develops, plans and implements interpretive programme in 19<sup>th</sup> century garden, including but not limited to public programmes for general public, special events and workshops, curriculum based school programming, outreach and community projects.

Coordinates activities with Historic Kitchen Coordinator and Curatorial staff.

Coordinates and assigns tasks to volunteers.

Liaises between Gardener Demonstrators, other interpretive staff and Dundurn Senior Staff.

Leads the preparation, presentation and operation of garden related special events at the Museum.

Assesses and reports on public programmes. Makes recommendations to Curatorial Assistant on programme development.

Provides interpretation to general public of all ages while engaging in gardening activities. Demonstrates 19<sup>th</sup> Century gardening techniques.

Wears period costume of mid-19<sup>th</sup> century gardener.

Maintains and develops a functioning and productive vegetable and floral garden using tools, techniques and varieties typically found in a mid-19<sup>th</sup> garden.

Produce, from the garden, vegetables, herbs etc for use in the historic kitchen, and for use in other public programmes.

Researches traditions, tools, methods, plant varieties for 1850's garden and landscape. Applies knowledge to public programming.

Develops and maintains a library of garden and landscape history reference books including historic textbooks and contemporary periodicals.

Conducts inventory of supplies and tools. Orders materials, tools and supplies.

Interprets and conducts tours and programs at Dundurn National Historic Site.

Speaks to special interest groups at functions as part of outreach programming.

Liaises with local community groups for the purposes of partnerships and events.

Keeps up to date on current garden and food trends and education.

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

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

Reports maintenance deficiencies.

Maintains tools and equipment.

Maintains security of artifacts and equipment.

Monitors public safety in garden and in vicinity of sharp tools. Intercede as required.

Prepares and distributes promotions materials (e.g. media releases, posters, flyers etc.).

Performs 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).

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

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.

## **QUALIFICATIONS**

1. Previous historic garden and interpretation experience related to duties listed above normally acquired through a community college program in museum studies or a combination of education and related historic and interpretation work experience.
2. Experience as a master gardener. Master Gardener certification or equivalent would be considered an asset.
3. Previous experience in gardening using traditional and modern methods and equipment.
4. Knowledge and demonstrated experience in gardening history and documentation, commercial or historical garden or landscape management experience.
5. Experience in providing visitor orientation and interpretation by developing programs, researching pertinent facts and providing interpretation for nineteenth century garden and landscape.
6. Experience working/partnering with community/special interest groups for the purposes of educational programming and special events.
7. Experience in developing, implementing and evaluating historic programs.
8. Experience in a computerized environment. Working knowledge of Microsoft Office XP (Microsoft Outlook, Word and Excel) and database programmes (such as Microsoft Access).

9. Good interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels and with the general public.
10. Experience in delivering museum education programs.
11. Ability to work independently with minimal supervision

**NOTE 1:**

Flexible schedule with some evening and weekend work required.