

CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – CULTURE & HERITAGE – LOCATION –MILITARY MUSEUM (DUNDURN
CASTLE)- 610 YORK BLVD.)**

MILITARY MUSEUM COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Curatorial Program Assistant, takes a leadership role in the planning, development, implementation and delivery of all museum programming including exhibits and special events on and off site. Provides visitor orientation and interpretation of 19th and 20th century Canadian military history, with special focus on demonstrating military techniques. Assists with the identification of objects for the museum collection.

GENERAL DUTIES

Develop, plan and implement interpretive programs including but not limited to public programs for general public, special events and workshops, curriculum based school programming, outreach and community projects.

Assists with the identification of objects for the museum collection, creates and fills out proper paperwork and ensures the proper storage and identification of objects.

Coordinate and liaise with Historic Interpreters (Military and Castle), and Historic Garden and Historic Kitchen Coordinator staff and Dundurn Senior Staff for the purposes of programs and site activities.

Liaise with community partners for special events and programming.

Develops, plans and implements exhibits on and off site following approved museums standards

Coordinate and assign tasks to summer students.

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

Assess and report on public programs. Make recommendations to Curatorial Assistant on program development.

Provide interpretation to general public of all ages while engaging in historic activities. Demonstrate military techniques.

Wear period costume of Military Museum when required.

Research traditions, tools and methods for the Military Museum. Apply knowledge to public programming.

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

Conduct inventory of supplies and tools. Order materials, tools and supplies.

Interpret and conduct tours and programs at Military Museum in conjunction with Dundurn National Historic Site.

Participate in all aspects of museum programs and operations including opening and closing buildings, security of the site, 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 tools and equipment.

Maintain security of artifacts and equipment.

Monitor public safety in Museum and in vicinity of tools. 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 programs, conducting inventory).

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

QUALIFICATIONS

1. Must have recent museum educational/interpretive experience related to the position normally acquired by obtaining a Community College Diploma in a museum related discipline or a combination of education and related work experience (in a similar position)
2. Must possess a broad range of skill and knowledge relating to materials, processes, technologies, and practices relevant to museum exhibit and program design and production as well as demonstrated experience working with 19th and 20th century Canadian military history and collections.
3. Must possess excellent interpersonal skills and the ability to relate to peers, superiors, general public and members of the media with tact and professionalism.
4. Experience in developing, implementing, delivering and evaluating public, educational and special interest programs and special events.
5. Experience working/partnering with community/special interest groups for the purposes of programs, exhibition and special events
6. Experience working in a computerized environment. 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. Willingness to obtain a Possession and Acquisition License (PAL)