

# CITY OF HAMILTON

## PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

### TOURISM/CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT - LOCATION – BATTLEFIELD HOUSE MUSEUM AND PARK, 77 KING ST. STONEY CREEK.)

#### CURATORIAL ASSISTANT – PROGRAMMING AND VISITOR SERVICES– CUPE 1041

#### SUMMARY OF DUTIES

Reports to the Curator, Battlefield House Museum and Park. Supervises the day to day operations of Battlefield House Museum and Park, a National Historic Site (including Gage House, the Nash Jackson House, the historic landscape and Battlefield Monument). Develops and evaluates public and educational programs. In the Curator's absence, be responsible for the operation of the site.

#### GENERAL DUTIES

Supervises the day to day operations of the Battlefield House Museum and Park. Prepares work schedules and completes personnel related forms and reports.

Coordinates the booking, scheduling, confirmation and/or operation of all public programming (including wedding ceremonies, commercial photography and use of the multi-purpose space in the Nash Jackson House and public grounds) and educational programming.

Develops and implements public programmes. Trains and assists Historical Interpreter staff with development and delivery of education programmes, exhibitions, special events and tours for the general public. Directs and conducts public and educational programs including major events such as the Re-Enactment of the Battle of Stoney Creek.

Supervises staff, summer students and volunteers.

Interviews and recommends selection of staff, evaluates performance and initiates appropriate action.

Creates, designs and prepares teaching and promotional materials, outreach programs, lectures and special needs programs and itineraries.

Provides advice on the interpretive content of exhibits.

Prepares and maintains statistical reports. Processes admissions and gift shop revenue using Legend software..

Monitors staff wages, salaries and program costs. Assists in the budget preparation for interpretive programming.

Develops, plans and executes Volunteer Training Program.

Participates in activities of the museum community.

Receives and answers inquiries from staff, public and community/educational groups.

Ensures the security of the building and collection. Reports deficiencies in safety/security systems and apparent damage or loss.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that

appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

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

**QUALIFICATIONS**

1. Previous museum experience related to duties listed above normally acquired by obtaining a Community College Diploma in a museum related discipline or a combination of education and related work experience.
2. Excellent communication skills, both written and verbal skills.
3. Demonstrates experience developing and evaluating public and educational programs.
4. Demonstrates supervisory experience preferably in a museum environment.
5. Knowledge of budget preparation and monitoring.
6. Previous related museum educational/interpretive experience.
7. .Demonstrates knowledge of 19<sup>th</sup> century social history.
8. .Must be familiar with Microsoft Office (working knowledge of Word, Excel, Outlook, and Power Point) and Legend software.
9. Demonstrates knowledge of the Ontario School Curriculum.

**NOTE:**

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

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

\*\*\*\*\*