

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION – LOCATION – 77 JAMES ST. N.)

EXHIBIT PROGRAMME CO-ORDINATOR - C.U.P.E. LOCAL 5167(167)

Job Summary:

Reporting to the Manager Heritage Resource Management. Co-ordinates all aspects of the development and implementation of major exhibit projects in accordance with site's mandate and museum standards including planning exhibit content, objectives and methodology, developing budgets, fundraising, grant development, fabrication and administration and co-ordinating with outside consultants, and ensuring that schedule, contracts and budget requirements are met.

Specific Duties:

Plans exhibits, determines concept, scope and content of exhibitions; develops aims, objectives and methodologies.

Works with Curators to identify artifacts appropriate for exhibition storyline; acquire artifacts from sources including museums, universities and private donors.

Develops exhibit layouts; works with consultants in developing display panels and artifact cases and cabinets.

Design and fabricate any museum and conservation grade mounts required in the exhibition.

Develops budgets and supervises project to operate within budget.

Prepares grant proposals for submission to senior levels of government and business to ensure appropriate financing.

Discusses project with Curator/ Supervisor and revises project accordingly.

Reviews work, budgets and schedules with consultants. Sets work schedules for consultants.

Records meeting decisions.

Liaises with staff, colleagues, consultants and suppliers.

Ensures health and safety codes are adhered to in design, fabrication, and installation of exhibition.

Facilitates input from public steering committees and general public.

Liaises and communicates with funding agencies, corporate sponsors etc.

Represents museum/project/City at workshops and conferences.

Prepares final reports to funding agencies including financial records.

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

Qualifications:

Job Desc 7059

1. Demonstrated experience in exhibit preparation including research, planning, co-ordinating, artifact mount preparation, and installation normally acquired through related work experience and/or the completion of a University Degree or College Diploma in History, Fine Art, Design or Museum Studies.
2. Demonstrated knowledge of the fabrication of museum grade exhibit mounts according to museology and conservation best practices.
3. Experience in project management including the ability to develop, implement, monitor and evaluate critical paths,
4. Terms of reference, consultant work plans and budget preparation and monitoring.
5. Must have experience in the collaboration of cross-functional, cross-departmental teams and other forms of engagement amongst multiple stakeholders in all levels of management, staff community/volunteers and public.
6. Must be able to work effectively and have experience with consultants and subcontractors.
7. Demonstrated experience in developing, managing and co-ordinating diverse cultural projects, including special events, exhibits and programming.
8. Experience in a computerized environment. Working knowledge in Word, Excel and Microsoft Outlook programs.
9. Effective communicator with strong oral, written and communication skills combined with highly developed interpersonal, organizational presentation ability.
10. Must be able to work independently to a high standard.
11. Ability to balance a number of projects simultaneously and to meet deadlines is essential.

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

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