

CITY OF HAMILTON

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

HISTORIC KITCHEN GARDEN SUPERVISOR – CUPE 1041

The Planning & Economic Development Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Senior Curator, Dundurn National Historic Site is responsible for the planning, development, implementation and delivery of period programming (including public, educational, exhibits and special events) related to Dundurn National Historic Site, the Historic Kitchen Garden. Works in tandem with the Military Museum Supervisor and Curatorial Assistant to ensure site messages are consistent with site wide programming. Responsible for the coordination of planting, maintenance, harvest and design layout of the historic garden. Provides visitor orientation, education and interpretation of Dundurn National Historic Site, with special focus on the 19th Century garden and grounds; performs and demonstrates mid-19th century gardening techniques in period costume in a restored garden.

GENERAL DUTIES

Supervises the day to day operations of the Historic Kitchen Garden which is part of the Dundurn National Historic Site.

Supervise, co-ordinate, train and assign tasks to garden demonstrators. Ensure that staff perform duties in accordance with established policies and procedures. Assist with hiring staff, seek to provide skill development and conduct PAD's.

Develop, implement and review public programmes (school and community programmes, outreach, public tours, special events) and exhibitions (permanent and temporary) relating to the Historic Kitchen Garden and Dundurn National Historic Site. Including the research, installation and movement of artefacts from the museum collection, incoming loans and development of community partnerships.

Receives visitors, give tours and provide historical interpretation of the site to general public and booked groups at the Historic Kitchen Garden, demonstrating 19th century gardening techniques in period appropriate clothing, as well as the related sites. As well as represents the museum at off site functions.

Assists in the administration of the operational and capital budgets for Dundurn National Historic Site including preparation and monitoring of revenue and expenses budgets, and preparing reports on wage and visitor tracking.

Assists with the monitoring and the maintenance of all buildings and grounds (including in-ground archaeological resources) and associated capital inventory. Monitors public safety in garden and in vicinity to sharp tools. Reports deficiencies in safety/security systems, maintenance issues, and apparent damage or loss to Curatorial Assistant.

Provides content for, engages and monitors social media accounts for the Historic Kitchen Garden and Dundurn National Historic Site. Assists in the development of collections management programmes of the cultural artifact

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collections to current museum standards including research projects, registration, documentation, condition reports and collections development.

Maintains and develops a functioning and productive vegetable and floral garden using tools, techniques and varieties typically found in a mid-19th century garden which produces vegetables, herbs etc. for use in the historic kitchen, and for use in other programmes.

Research traditional, tools, methods, plant varieties for the 1850's garden and landscape, maintain inventory of supplies and tools and ensures the security of the artefacts and equipment.

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. Recent Historic garden and interpretive 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. Demonstrated experience and knowledge in gardening history and documentation, commercial or historical garden or landscape management experience.
3. Demonstrated experience in developing, implementing, delivering and evaluating public, educational and special interest programs and special events.
4. Experience working/partnering with community/special interest groups for the purposes of programs, exhibition and special events
5. Experience in providing visitor orientation and interpretation by developing programs, researching pertinent facts and providing interpretation for 19th Century garden and landscape.
6. Experience working in a computerized environment with 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. Experience as a master gardener. Master Gardener certification or equivalent would be considered an asset.
8. Must be able to work on weekends, some evenings and statutory holidays

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