

## **CITY OF HAMILTON**

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**(CULTURE DIVISION – CULTURE & HERITAGE – LOCATION - DUNDURN CASTLE, 610 YORK BLVD.)**

#### **MILITARY MUSEUM 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 all museum programming (including public, educational, exhibits and special events) related to the Military Museum and the history of the site. Works in tandem with the Historic Kitchen Garden Supervisor and Curatorial Assistant of Dundurn National Historic Site to ensure site messages are consistent with site wide programming. Provides visitor orientation and interpretation of 19<sup>th</sup> & 20<sup>th</sup> century Canadian military history. Assists with the development of the museum collections.

#### **GENERAL DUTIES**

Supervises the day to day operations of the Hamilton Military Museum which is part of the Dundurn National Historic Site.

Supervise, co-ordinate, train and assign tasks to Military Historical Interpreters. 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.

Facilitates the development, implementation and review of public programmes (school and community programmes, outreach, public tours, special events) and exhibitions (permanent and temporary) relating to the Military Museum and Dundurn National Historic Site. Including the research, installation and movement of artifacts from the museum collection, incoming loans and development of community partnerships.

Is responsible for the development of collections management programmes of the cultural artifact collections for the Hamilton Military Museum liaising with the Curator of Collections and the Conservator to ensure ministry standards are met and maintained.

Receives visitors, give tours and provide historical interpretation of the site to general public and booked groups at the Military Museum and related sites. As well as represents the museum at off site functions.

Facilitates content for social media accounts for the Military Museum and Dundurn National Historic Site.

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

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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.

Assists with the monitoring and the maintenance of all buildings and grounds (including in-ground archaeological resources) and associated capital inventory. Reports deficiencies in safety/security systems, maintenance issues, and apparent damage or loss to the Senior Curator.

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

**QUALIFICATIONS**

1. Must possess museum educational/ 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. Must possess a broad range of skill and knowledge relating to materials, processes, technologies, and practices relevant to museum exhibit and program and production as well as demonstrated experience working with 19<sup>th</sup> and 20<sup>th</sup> century Canadian military history and collections.
3. Demonstrated supervisory experience preferably in a museum environment.
4. Previous museum collection experience, including but not limited to, physical management of artifacts, storage, handling and caring for a wide range of objects including firearms and ordnates, and experience with collection management software.
5. Demonstrated experience in developing, implementing, delivering and evaluating public, educational and special interest programs.
6. Experience working/partnering with community/special interest groups for the purposes of programs, exhibition and special events
7. 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.
8. Must be able to work on weekends, some evenings and statutory holidays
9. Must possess or be willing to obtain a Possession & Acquisition License (PAL)

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

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