

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT **(TOURISM AND CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT LOCATION –** **(LISTER)**

SENIOR CURATOR, LEARNING AND INTERPRETATION

SUMMARY OF DUTIES

The Senior Curator, Learning and Interpretation, reports to the Manager, Heritage Resource Management, and is responsible for positioning Hamilton's Civic Museums as places of dialogue, connection and inclusion. The Senior Curator, Learning and Interpretation reports to and has a strong and collaborative working relationship with the Manager.

GENERAL DUTIES

Develop, implement, manage and evaluate visionary, cohesive and comprehensive heritage-based learning opportunities in both physical and digital spaces.

Serve as the content strategist and content manager for hamiltoncivilmuseums.ca and ensure that online content and programming are aligned with the Civic Museum Strategy and Interpretive Strategy.

Provide thought leadership and professional development opportunities in object and inquiry-based pedagogy and interpretive programming for Heritage Resource Management staff.

Develop, implement, manage and evaluate an inclusive city-wide interpretive strategy and oversee the development of interpretive plans for museums and sites.

Oversee all phases of the interpretive content development process, including concept generation, design, delivery, evaluation, and documentation.

Lead the development and implementation of a strategic and integrated online presence for Heritage Resource Management through the section's website, social media and other online content ensuring engagements align with sectional and divisional priorities and are inclusive, equitable, diverse, and accessible.

Understand the needs of the communities served by the Hamilton Civic Museums, define target audiences and develop strategies and programs to meet their needs, objectives and priorities.

Work collaboratively with colleagues and partner organizations to generate innovative, dynamic, creative approaches to audience engagement.

Develop interpretive techniques and approaches to engage and inform visitors and provide training, support and coaching to museum and historic site staff.

Work on exhibit projects to generate interpretive frameworks and realize innovative and engaging techniques for diverse audiences.

Develop on-line educational resources, curricula and activities to support museum-based programs.

Develop, implement and track metrics to measure, evaluate, interpret, and analyze the effectiveness and outcomes of public programs.

Foster deep engagement by sharing institutional authority and creating space for co-curation and meaningful collaboration.

Cultivate and maintain effective relationships with local educators from preschool to university.

Responsible for the performance management of full time and part-time staff including motivation and supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations, and confidential matters.

Monitors and evaluates employee performance and provides support and coaching for staff development.

Lead, motivate and direct the work of others in a service-oriented and unionized environment.

Direct the work of project teams to meet goals and timelines.

Ensure that learning and engagement offerings recognize and respond to diverse audience needs with an emphasis on currently under-served audience sectors.

Ensure that community voices are heard not just in a single exhibit or program but as part of a sustained and meaningful collaboration.

Identify and understand the evolving needs of city residents and visitors to ensure that the Hamilton Civic Museums offer a welcoming and engaging environment for diverse audiences, including, but not limited to, access issues pertaining to language, different abilities and learning styles and non-binary gender identities.

Develop and lead community and stakeholder partnerships.

Research and model best practices relating to learning, engagement and inclusion in the museum sector.

Prepare and monitor operating and capital budgets for assigned projects.

Ensure that all staff adhere to mandated health and safety standards by monitoring and participating in the employee health and safety program.

Represent the Section at conferences and other types of professional meetings as required.

Perform other duties as assigned.

QUALIFICATIONS

1. Sound knowledge of the responsibilities listed above with considerable supervisory and leadership experience in a museum environment.
2. Formal education in museum studies gained through a diploma or degree.
3. Training in the principles and practices of adolescent and adult education gained through a diploma, degree or an equivalent combination of training and experience. Current Ontario teacher certification an asset.
4. Familiarity with the principles and practices of learning experience design and/or instructional design.

5. Significant experience in the development, delivery and evaluation of museum and community-based public programs and exhibits.
6. Knowledge of online learning and engagement tools and their use in a museum and heritage context.
7. Excellent facilitation and presentation skills.
8. Knowledge of the principles and practices of interpretive planning and experience with their application in a museum and heritage context.
9. Commitment to continuous learning demonstrated through activities such as conference presentations, service to sector organizations, teaching and mentoring of emerging professionals, completion of professional development courses and familiarity with current professional literature and best practices in the museum field.
10. Commitment to collaborative methods of practice demonstrated through projects involving co-creation and community engagement.
11. Demonstrated understanding of issues of inclusion, intersectionality, gender equality, equity, diversity and social justice in a museum context, together with the ability to provide leadership, political acumen and capacity-building in these areas to colleagues and section staff.
12. Highly-developed administrative, managerial, supervisory, financial, interpersonal, and organizational skills.
13. Strong communication and interpersonal skills including an ability to establish and build effective relationships with staff, cross-functional corporate teams, elected officials, partner organizations and volunteers.
14. Initiative to work independently with minimal supervision to accomplish high-profile tasks and meet multiple and concurrent deadlines
15. Experience in a computerized environment, knowledge of MS Office and Adobe Creative Suite software.
16. Current knowledge of relevant standards and legislation including the Ontario Occupational Health and Safety Act, the WHMIS System, the Ontario Employment Standards Act, the Ontario Human Rights Code and the Accessibility for Ontarians With Disabilities Act.
17. Ability to assume the role of Acting Manager on a rotating or as-needed basis.
18. Valid Class "G: Ontario Driver's License.
19. Availability to work evenings and weekends as required.