

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT **(TOURISM AND CULTURE DIVISION – CULTURE & HERITAGE – LOCATION - WHITEHERN**

CURATORIAL ASSISTANT – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Program Manager Sites and Museums, the Curatorial Assistant is responsible for the management, supervision, operation, evaluation and administration of the site.

GENERAL DUTIES

Plan, organize and direct the administration and operation of the site according to applicable policies, procedures and interpretive plans.

Coordinate bookings, rentals, schedules and programming for the site.

Supervise the performance of site staff including motivating, supervising, interviewing, hiring, orienting, training, scheduling, disciplining and evaluating.

Collaborate in the development, implementation, management and evaluation of visionary, cohesive and comprehensive heritage-based learning opportunities in both physical and digital spaces.

Collaborate in the development of social media content.

Collaborate with the Curator of Collections and Conservator to maintain professional standards of collections management at the site.

Collaborate with HRM staff, stakeholders and community memberships to develop new relationships and nurture existing community connections to the site.

Collaborate with HRM staff to identify and understand the needs and motivations of residents and visitors to ensure that the Hamilton Civic Museums offer engaging and inclusive visitor experiences.

Collaborate with the Program Manager Sites and Museums and the Senior Curator Learning and Interpretation to develop engaging, equitable and inclusive interpretive and program content for the site.

Work with the Program Manager Sites and Museums to prepare and monitor operational and capital budgets for the site.

Oversee the monitoring and the maintenance of site buildings and grounds (including in-ground archaeological resources) and associated capital inventory the site.

Ensure that deficiencies in safety/security systems, maintenance issues and damage or losses are reported promptly and that appropriate staff coordinate maintenance issues and work orders with Heritage Facilities Supervisor.

Ensure all health and food regulations, required licenses and safety codes are followed and communicated to staff and volunteers. Ensure adherence to relevant legislation, policies and procedures and training.

Ensure that all employees perform work in accordance with applicable Health and Safety legislation and City of Hamilton corporate and departmental policies and procedures.

Ensure that appropriate corrective action is recommended for those employees who do not comply with legislation, policies and procedures.

Perform other duties as assigned

QUALIFICATIONS

1. Demonstrated skills and experience in developing heritage-based visitor experiences in a range of formats in both physical and digital spaces.
2. Degree or diploma in museum studies or education or an equivalent combination of training and experience.
3. Demonstrated supervisory experience preferably in a museum environment.
4. Demonstrated experience building and maintaining relationships, collaborating and co-creating programming and events with community partners.
5. Demonstrated experience in the development, delivery and evaluation of museum and community based public programs and exhibits.
6. 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 in in these areas to site staff.
7. 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.
8. Available to work weekends, evenings and statutory holidays as required.

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