

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM AND CULTURE DIVISION – MUSEUMS & HERITAGE PRESENTATION - LOCATION – HERITAGE
RESOURCE MANAGEMENT – LISTER BLOCK)

EXHIBITS AND OUTREACH COORDINATOR– CUPE 5167

SUMMARY OF DUTIES

This position reports to the Senior Curator, Learning and Interpretation. The Exhibits and Outreach Coordinator works collaboratively with staff and community partners to produce both physical and digital exhibitions, at one of Hamilton Civic Museums sites, on HamiltonCivicMuseums.ca or in locations around the community. This position is also responsible for coordinating Heritage Resource Management participation in community-based activations and outreach. A key responsibility for this position is project coordination, facilitating all administrative aspects of exhibition projects, including organizing planning, design, installation and evaluation activities across a variety of in-house and partnership projects.

GENERAL DUTIES

Manage a comprehensive multi-year exhibition schedule.

For each exhibition, develop a comprehensive production/planning schedule for tasks and deliverables based on input from the staff team.

Draft, monitor, and manage budgets for each exhibition. Once budgets are approved, track spending to ensure that projects stay within budget.

Track, and ensure compliance with timelines and deliverables specified in exhibition contracts and agreements.

Establish, manage, and keep up-to-date meeting notes and digital records for all aspects of exhibition planning and production. Archive notes, digital documents, and production files at the close of each project.

Collaborate all members of the exhibition planning and production teams to implement the interpretive plan, overall design, and graphic and interpretive text elements for each exhibition.

Support, assist, or otherwise collaborate on implementing exhibition layouts in galleries.

Manage the production or procurement of exhibition components, including signage, props, and interactives.

Coordinate gallery monitoring and maintenance with collections, conservation and site-based staff

Coordinate outreach, relationship building, consultation, feedback and co-creation activities with community project partners.

Coordinate testing, evaluation and feedback for exhibition projects. Gathers visitor feedback through visitor observation studies, visitor surveys, and timing and tracking reports of exhibits and museum spaces.

Works with collections section to identify appropriate objects to display in support of stories, narratives, and educational goals for exhibits.

Participates in visitor journey mapping and wayfinding planning for the museum.

Job Description #: 7747

Supports development of an organization-wide exhibit development process and multi-year exhibit plan.

Coordinate HRM community-based activations and outreach.

Plan, develop content for and support design of digital exhibits and programming.

Implements policy and procedures as approved by management and works collaboratively with internal departments to ensure appropriate standards of exhibition are met.

Supports staff development and knowledge sharing.

Participates in Museum programming, special events, marketing initiatives and special projects as needed;

Work 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.

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

QUALIFICATIONS

1. A post graduate degree or diploma (typically a two- or three-year program) in the field of conservation or an equivalent combination of education and related work experience. Experience working on museum exhibition projects - from planning, design, fabrication to installation and evaluation.
2. Proven experience and success in project coordination and in meeting deadlines within fast-paced working environments, preferably museums, is required.
3. Demonstrated experience with community engaged projects including co-curated projects is required.
4. Proven experience in delivering programs, events and outreach services.
5. Must possess sound knowledge of professional museum practices and familiarity with all aspects of exhibition planning and development processes.
6. Experience working with contractors.
7. Experience with digital exhibit projects would be considered an asset.
8. Demonstrated organizational, strategic thinking, interpersonal, communication, and problem-solving skills.
9. Strong visual and verbal communication skills and the ability to translate general concepts into exhibit design ideas.
10. The ability to prioritize and balance competing demands and make sound decisions under deadline pressures.
11. Must be flexible, willing to handle details, and coordinate work.
12. Proficiency in Adobe Creative Suite, SketchUp or other 3D modeling software.
13. Sound knowledge of basic construction and fabrication techniques.
14. Ability to liaise effectively with the public, outside organizations and internal partners.

Job Description #: 7747

15. Proven skills in working with diverse cultural groups and individuals.
16. Ability to establish effective working relationships and provide excellent customer service.
17. Valid G License and ability to visit multiple locations in one day is required.
18. Ability to work flexible hours, inclusive of evenings and weekends.