

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(CHILDREN'S & COMMUNITY SERVICES DIVISION – INDIGENOUS RELATIONS - LOCATION - TBA)

CURATOR - INDIGENOUS CULTURE & HERITAGE

SUMMARY OF DUTIES

Reporting to the Manager, Indigenous Relations and working in collaboration with the Manager, Heritage Resource Management the Curator - Indigenous Culture & Heritage (CICH) will serve as the primary link between the City of Hamilton's Tourism & Culture Division and Indigenous communities and will provide advice and leadership on matters pertaining to Indigenous community engagement in the context of cultural and heritage projects. Guided by the principles of the City of Hamilton's Urban Indigenous Strategy, and as part of a broader curatorial team, the CICH will support the implementation of the Civic Museum Strategy and the planning and development Hamilton Civic Museum's exhibits, programming and visitor experiences.

This position is outward-facing and will act as a catalyst to bring artists, students, scholars, community groups and different disciplinary thinking into engagement in order to make space for the voices of Indigenous people in the City's cultural and heritage landscape.

GENERAL DUTIES

Build and maintain strong relationships with Indigenous communities, curators, educators, community leaders, artists and creators.

Lead the development and curation of exhibits and visitor experiences related to Indigenous cultural heritage.

Advise regarding management of the Indigenous cultural heritage resources of the Hamilton Civic Museums according to museum standards, legislation, easements, designations and policies including artifacts, archives, archaeology, and structures to ensure they are preserved for future generations.

Initiate, research, communicate and promote the interpretative themes and messages of Indigenous cultural heritage resources according to the Civic Museums Strategy through tours, educational programmes, exhibits, publications, special events, workshops, extension and outreach services for the general public and a wide variety of education and user groups. Ensure that programmes meet the needs of the Indigenous community.

Identify barriers to engagement, museum visitation and program participation for Indigenous people and collaborate as required to improve access.

Oversee consultations with Indigenous communities on exhibit and programming ideas and concepts.

Maintain professional standards for collections management activities across the Heritage Resource Management section including acquiring, studying, identifying, cataloguing, storing and caring for historical significant artifacts according to the museum mandate and museological standards and in consultation and cooperation with the Curator of Collections.

Prepare, maintain and monitor approved operational budgets for exhibitions and curatorial projects.

Initiate, research, communicate and promote the interpretative themes and messages.

Investigate trends, new initiatives, and developments in the area of museology, exhibitions, education, heritage, tourism and new legislation relative to the section.

Provide curatorial and historical expertise to the Department, other city staff and community.

Liaise with other museum and culture professionals.

Prepare grant applications for outside funding agencies and other levels of government to enhance operations or delivery of specific projects and events.

Respond to public requests or complaints in a timely and professional manner.

Ensure that all staff receive adequate and pertinent safety training in order that work is performed in a safe and productive manner.

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

Assist in the development, recommendation and interpretation of policies and procedures related to the Heritage Resource Management Section and the Tourism and Culture Division.

Prepare reports and recommendations on culture, heritage and museum issues.

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

QUALIFICATIONS

1. Demonstrated knowledge and training in museum studies, Indigenous studies and/or visual arts normally acquired through a University Degree or relevant Community College Diploma in Museum Studies, Cultural Heritage Conservation & Management or an equivalent combination of education and relevant work experience.
2. Familiarity with the diversity of Indigenous peoples including events, service agencies, community networks and strategies. Lived experience and knowledge of Indigenous cultures, etiquette, protocols, languages. Comprehensive knowledge and understanding of Indigenous people and their culture, history and traditions, especially in Ontario. Preference will be given to candidates who self-identify as an Indigenous person (First Nations/Inuit/Métis).
3. Demonstrated experience in collaborative and co-creative curatorial practice.
4. Progressively responsible experience in a museum, gallery or relevant cultural institution.
5. A minimum of three years of experience curating Indigenous art and cultural material in an institutional setting.
6. Demonstrated competence in the planning and delivery of exhibitions, public engagement and curation
7. Demonstrated understanding of the complexities involved in cultural heritage collections and exhibitions.
8. Thorough knowledge of Indigenous art, culture, histories, traditions, knowledge systems and contemporary issues.
9. Demonstrated ability to express challenging ideas and concepts orally and in writing.
10. Demonstrated understanding of and respect for multiple forms of knowledge, diverse curatorial practices, research and publicly-engaged scholarship.

11. Strong communication skills and demonstrated understanding of how to engage audiences through multiple platforms in-person and digital.
12. Demonstrated ability to research and prepare reports, briefing notes and educational material.
13. Excellent progressive administrative, managerial, supervisory, financial, interpersonal, and organizational skills.
14. Demonstrated experience in working with diverse communities, including the ability to identify and understand intersecting issues related to age, gender, gender identity, sexual orientation, disability, race, ethnicity, immigration status, religion and Indigenous heritage.
15. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook and database software.
16. Knowledge of relevant legislation including the Occupational Health and Safety Act and Regulations such as W.H.M.I.S. legislation, Employment Standards Act and Ontario Human Rights Code, Municipal By-laws, Smoking and Alcohol Policies.

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

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