

CITY OF HAMILTON

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

PROJECT MANAGER - EXHIBITIONS

SUMMARY OF DUTIES

Exhibitions provide an important link between the Hamilton community and its heritage. Reporting to the Senior Curator, Learning and Interpretation, the Project manager - Exhibitions will be required to develop annual plans for exhibition projects while working collaboratively with staff and community partners to produce and/or procure physical and digital exhibitions. With a focus on accessible, inclusive, diverse, equitable and accurate story-telling, the position is responsible for research, curation, coordination, design, installation and evaluation of exhibition projects. This position works within a team to coordinate participation in community-based activations and outreach.

The Project Manager investigates and recommends innovative/creative policies and business processes for exhibitions.

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.

Promotes teamwork and provides direction to cross-functional teams, provides clearly defined goals and objectives, provides advice to staff on project issues and problem resolution.

Collaborate with 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.

Involved in business process reviews, improvement initiatives, provides strategic and process improvement advice to support business operations.

Design text and graphic panels as well as other exhibit components.

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

Manage the production or procurement of exhibition components, including signage, props, and interactives and ensure the safe display of artifacts.

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

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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.

Work 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.

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

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.

Provides input on the development and evolutions of performance standards on exhibition work ensuring identified outcomes are met.

Supports staff development and knowledge sharing.

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

This position will support the continuous improvement and performance measurement activities in support of achieving their Division work plans with respect to continuous improvement and performance measurement.

May be required, from time to time, to act in the capacity of the Senior Curator in their absence.

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. Post graduate degree or diploma in museum studies or related field, with significant related work experience working in exhibit development.
2. Considerable demonstrable experience curating and coordinating museum exhibition projects, programs, events and outreach activities. Must possess sound knowledge of professional museum practices and familiarity with all aspects of exhibition planning and development processes with proven experience and success in meeting deadlines within fast-paced, museums environments.
3. Considerable demonstrable experience planning, designing, fabricating and installing community engaged and co-curated projects.
4. Proficiency in Adobe Creative Suite or a comparable graphic design software.
5. Sound knowledge of basic construction and fabrication techniques.
6. Experience working with contractors.

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7. Experience with digital exhibit projects would be considered an asset.
8. Experience supervising students, interns and staff would be an asset.
9. Demonstrated organizational, strategic thinking, interpersonal, communication, and problem-solving skills.
10. Strong visual and verbal communication skills and the ability to translate general concepts into exhibit design ideas.
11. The ability to prioritize and balance competing demands and make sound decisions under deadline pressures.
12. Must be flexible, willing to handle details, and coordinate work.
13. Ability to liaise effectively with the public, outside organizations and internal partners.
14. Proven skills in working with diverse cultural groups and individuals.
15. Ability to establish effective working relationships and provide excellent customer service.
16. Valid G License and ability to visit multiple locations in one day is required.
17. Ability to work flexible hours, inclusive of evenings and weekends.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.