

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – CULTURE & HERITAGE – LOCATION – HAMILTON MUSEUM OF STEAM & TECHNOLOGY, 900 WOODWARD AVE.)

CURATORIAL ASSISTANT (STEAM) – CUPE 1041

The Planning & Economic Development Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Curator, Museum of Steam and Technology, implements (and assists in the development of) all facets of museum administration, public programming (educational, public and special events) and staff management. In the Curator's absence be responsible for the operation of the Museum and collections management.

GENERAL DUTIES

Implements (and assists in the development of) public programmes (e.g. permanent and temporary exhibits, school and community programmes, public tours, special events).

Trains and assists Historical Interpreter staff with development and delivery of education programmes, exhibitions, special events and tours for the general public.

Maintains working relationships with community groups on projects of mutual appeal (such as fundraising, special events, research, collections development and community involvement).

Assists in the development of collections management programmes of the cultural artifact collections to current museum standards including research projects, registration, documentation, condition reports and collections development.

Supervises Museum Gift Shop, including purchase of merchandise and equipment, monitors revenue, expenses and inventory.

Assists in the administration of the operational budget of the Museum of Steam and Technology including preparation of box office and time sheet reports and maintenance of related records and schedules.

Assists in the administration of capital projects including preparation of recommendations and monitoring reports.

Assists in the monitoring and the maintenance of six buildings (including four structures that form the National Historic Site), seven acres of grounds (including in-ground archaeological resources) and associated capital inventory.

Implements selected marketing activities at the museum, including media releases and contacts, signage, brochures, pamphlets and similar materials.

Provides recommendations on policies and procedures related to museum operations as required.

Provides recommendations on short and long range management plans as required.

Supervises permanent and grant staff and volunteers in the Curator's absence or under his/her direction.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works 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.

Performs other duties as assigned which directly relate to the duties of the job.

QUALIFICATIONS

1. Previous museum educational/interpretive experience related to duties listed above normally acquired by obtaining a Community College Diploma or University Degree in a museum related discipline or a combination of education and related work experience.
2. Demonstrated Human Resources and staff supervisory experience preferably in a museum environment.
3. Must have recent experience developing, implementing and evaluating public and special events
4. Must have demonstrated experience in the developing, implementing and evaluating educational programs based on new Ontario curriculum guidelines.
5. Experience or training in collections management and artefact handling, registration and records, including a familiarity with Proficio.
6. Knowledge of budget preparation and monitoring; use of common accounting tools including spread sheets.
7. Willing to obtain Ontario Museum Association certification.
8. Must be able to communicate effectively.
9. Excellent written and verbal skills.
10. Must be familiar with Microsoft Office (Working knowledge of Word, Excel, Outlook, Access, PowerPoint).
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
12. Valid driver's licence an asset.

NOTE:

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

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