

THE CORPORATION OF THE TOWN OF FORT ERIE

JOB DESCRIPTION

MUSEUM ADMINISTRATOR/CURATOR

DEPARTMENT/SECTION: Parks & Leisure Services/Museum

SALARY:

SUPERVISES: Full and part-time associates

REPORTS TO: Fort Erie Museum Board

SCOPE: Plans, leads and directs overall museum operations and special projects, including collecting, cataloguing and conserving artifacts; research, exhibition, interpretation, maintenance and marketing through the effective and efficient deployment of human, physical and financial resources.

DUTIES

1. Establishes and prioritizes museum goals and objectives in consultation with the Museum Board and various user groups and directs implementation of same, maximizing efficiency and effectiveness.
2. Participates in the selection of associates; leads selection of volunteers; organizes, schedules, trains, directs, motivates, disciplines and evaluates associates and volunteers.
3. Oversees the work of consultants and contractors engaged by the Museum Board.
4. Prepares and administers an annual budget, processes revenues and expenditures in accordance with the approved policies and procedures and directly purchases necessary supplies and services, subject to budgetary guidelines and purchasing policies.
5. Develops, directs and implements fund-raising endeavours, including the solicitation of donations and applications for grants from service clubs, community groups and government.
6. Develops and recommends to the Board short and long-term policy, financial and operational objectives and directs the implementation of same as approved.

DUTIES (cont'd)

7. Ensures compliance with building, museological, operating and regulatory standards; remains apprised of statutory and regulatory enactments and amendments and recommends appropriate action.
8. Investigates and develops marketing opportunities, liaises with community groups, external partners and media.
9. Leads and directs the approval, acquisition and cataloguing of artifacts and the proper conservation, storage and use of same.
10. Attends Board meetings, records and processes minutes of Board meetings, performs routine office and administration tasks.
11. Researches, develops and co-ordinates the presentation of educational programs, materials, books, exhibits and special projects for the public, schools and visitors, in consultation with the Board, associates, customers and contractors.
12. Responds to written, verbal and in-person enquiries from customers, provides advice, resolves customer complaints and regularly liaises with external partners on the Board's behalf.
13. Provides consulting and strategic support as directed from time to time.
14. Investigates, develops and implements improvements.

QUALIFICATIONSEducation:

- university education in history, arts, social science or like discipline
- museology certificate(s)
- knowledge of business administration would be an asset

Experience:

- one (1) to three (3) years

Knowledge:

- general knowledge of management and supervisory practices and procedures
- general knowledge of marketing, budgeting and purchasing practices
- general knowledge of local government structure, protocol and procedures
- technical knowledge of museological standards (event management, exhibit design, conservation, cataloguing, historical research)
- technical knowledge of computers
- technical knowledge of various applicable statutes and regulations, including the *Occupational Health & Safety Act*, the Collective Agreement and human resources policies

QUALIFICATIONS (cont'd)

Skill and Ability:

- prioritizes goals, acts as a steward for cultural and heritage issues under the mandate of the Museum Board
- prioritizes activities at three sites; motivates and manages associates and volunteers to achieve museum goals by setting high performance standards
- communicates persuasively and effectively with associates, internal and external partners, using written and verbal reports
- anticipates and analyses problems and recommends innovative and practical solutions
- plans, organizes, schedules and determines methods of work, to achieve superior results
- creates an environment where co-operative effort is a priority
- exercises sound judgment and public relations skills
- operates office equipment
- adapts to change, continues to learn and practice new skills

WORK DEMANDS

- work is primarily self-directed or assigned as broad objectives and goals, in accordance with Museum Board policies
- frequent close and highly concentrated mental/visual alertness
- frequent contact with the public, irregular schedule and excessive interruptions
- occasional deadlines, working alone
- occasional use of hand tools, equipment; occasional climbing, moving objects
- occasional dust, dirt
- works evenings, weekends as required
- errors result in lost or reduced productivity, financial loss, damage to collection, waste, public embarrassment, loss of credibility, missed deadlines

POSITION HISTORY

The Fort Erie Museum Board engaged a full-time Curator in 1987. In 1997, the municipal Council deemed employees of the Board to be employees of The Corporation. Consequently, a new job description was prepared.

(06-97)