

# **THE CORPORATION OF THE TOWN OF FORT ERIE**

## **JOB DESCRIPTION**

### **CURATOR OF STRUCTURAL HERITAGE**

**DEPARTMENT/SECTION:** Parks & Leisure Services/Museum

**RATE:**

**REPORTS TO:** Museum Administrator/Curator

**SCOPE:** Participates in planning, design, operation and historical restoration and maintenance of museum sites, buildings and exhibits.

#### **DUTIES**

1. Designs, conducts and reports on regular maintenance inspections; recommends, plans, conducts and/or co-ordinates regular maintenance activities.
2. Opens and closes seasonal sites; clean, pack/unpack artifacts, assemble/dismantle exhibits and displays; periodically patrols and inspects closed sites.
3. Designs, performs and/or co-ordinates building and site repairs; grounds maintenance; historical reconstruction, new construction; fabrication, modification of displays; identifies appropriate methods and materials; prepares and reviews tenders or estimates; oversees work of contractors.
4. Prepares and maintains maintenance, operational and emergency procedures manuals.
5. Consults on matters of historic architecture; supports those researching building history, building techniques; consults on site-specific enquiries; facilitates the work of volunteers and casual associates.
6. Participates in short and long-term heritage planning; supports planning and conduct of special events; participates in publishing activities.
7. Performs routine administrative duties, purchasing, housekeeping.
8. Acts in absence of Administrator/Curator.
9. Provides general consulting and strategic support as directed from time to time.

## **DUTIES** (cont'd)

10. Investigates, develops and implements process improvements.

## **QUALIFICATIONS**

### Education:

- community college education in construction, architecture or like discipline
- emphasis on restoration carpentry

### Experience:

- one (1) to three (3) years

### Knowledge:

- general knowledge of museological standards (event management, exhibit design, conservation, cataloguing, historical research)
- general knowledge of project planning
- technical knowledge of architecture, construction, historical restoration, building maintenance
- technical knowledge of preserving and exhibiting artifacts
- technical knowledge of computers
- technical knowledge of various applicable statutes and regulations, including the *Occupational Health & Safety Act*

### Skill and Ability:

- plans, leads and directs routine and emergency maintenance operations
- motivates and oversees volunteers
- performs and/or co-ordinates several tasks simultaneously
- understands assignment needs and requirements, anticipates and solves problems
- able to understand and effectively communicate technical details
- communicates effectively with associates, internal and external partners, using written and verbal reports
- comfortable, confident interacting with public, visitors
- exercises sound judgment and public relations skills
- operates a computer, fax, photocopier, hand tools, yard tools, motor vehicle
- adapts to change, continues to learn and practice new skills

## **WORK DEMANDS**

- little or no direct supervision; work is judged primarily on overall results, with some choice of method
- frequent close mental/visual alertness
- occasional highly concentrated mental/visual alertness

- frequently works alone; frequent contact with the public and excessive interruptions, deadlines, close supervision of others
- frequent heavy lifting, use of hand tools/equipment, posture changes, moving objects
- occasional climbing, awkward/cramped positions
- frequent contact with dust, dirt, weather, heat, cold, fumes, sun
- errors result in lost or reduced productivity, additional expense, damage to property, personal injury

**POSITION HISTORY**

The Fort Erie Museum Board engaged a Curator of Structural Heritage in 1994. In 1997, the municipal Council deemed employees of the Board to be employees of the Corporation. Consequently, a new job description was prepared.

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