



## **Curator, Marketing, Programming and Exhibitions**

*An award winning community with unique natural beauty, Fort Erie offers varied facilities for education and recreation along the shores of Lake Erie and the Niagara River*

Archaeology, railroading, and military conflicts all color the tapestry that is Fort Erie's heritage. As a member of the Museum Services team (3 full-time, 4 students, >50 active volunteers), you will play a lead role in the interpretation of Fort Erie's history through exhibits, events, programs and marketing at our three museums. Among other things, you will research/design, construct/market exhibits, programs and events; manage the conservation of heritage structures; support grant submissions and planning development, and; supervise contractors, co-ops and volunteers. You are passionate about enhancing the public's involvement in the community's heritage beyond the walls of the Museum sites. Organized and proactive, you are a problem-solver concerned with quality and standards. As an innovative thinker and effective communicator, you have worked with PC's and Mac's and are adept at Adobe Photoshop and desktop publishing. Your university education is complemented by courses resulting in/leading to a Museum Studies Certificate. With valid driver's license and at least two years related experience, you have demonstrated specific, technical knowledge of relevant legislation; heritage principles, techniques and ethics; exhibit design, marketing programs, event management and public program development. This union position offers comprehensive health and wellness benefits and a pay rate of \$26.68-28.09 per hour, based on 37.5 hours per week.

Submit a detailed resume by 5:00 p.m. EDT on **FRIDAY, AUGUST 20, 2010** to: **COMPETITION NO. 16-2010**, Human Resources, Town of Fort Erie, 1 Municipal Centre Drive, Fort Erie, ON, L2A 2S6. Fax: 905 871 4022. email: [tmather@forterie.on.ca](mailto:tmather@forterie.on.ca) (MS Word, OpenOffice or pdf). More information is available @ [www.town.forterie.on.ca](http://www.town.forterie.on.ca) under Town Hall. Candidates selected for an interview will be contacted. The evaluation process will include a practical assessment. Personal information is collected under the *Municipal Act, 2001* for employee selection purposes.

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CUPE Local 714 – Band 8

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Department	Report To
Museum Services	Museum Administrator/Curator

## POSITION OBJECTIVE

To interpret the history of Fort Erie through exhibits, programs and well maintained artifacts buildings.

## DUTIES AND RESPONSIBILITIES

1. Research, create, market and deliver public education programs and events.
2. Research, design, construct, market and install/remove permanent exhibits, traveling exhibits, outreach exhibits.
3. Lead and/or support marketing, fundraising, needs assessment, collection development, budget development and planning initiatives.
4. Supervise volunteers, students, co-ops and contractors.
5. Prepare tenders; procure necessary supplies and services in accordance with purchasing policies.
6. Research and produce reports, studies and exhibit text; respond to Board information requests; comment on policy development; produce standard correspondence; create operational procedures.
7. Manage the conservation of artifacts and heritage structures through regular inspection, preventative maintenance, property management, restoration and preservation activities.
8. Assist with visitor services at heritage sites; process admissions and gift shop sales; answer enquiries; research information requests; manage information/records.
9. Provide clerical and operational support as directed from time to time.
10. Support publishing activities (research, writing, photographic restoration and design).
11. Maintain maintenance, operational and emergency procedural manuals.
12. Identify and implement process improvements.

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## EDUCATION AND EXPERIENCE

- OSSD or equivalent
- Equivalent to university graduation, with additional specialized courses resulting in/leading to Museum Studies Certificate
- Over two years up to and including three years experience
- Valid Ontario Driver's License and satisfactory driving record

## KNOWLEDGE

- Specific, technical knowledge of heritage principles, techniques and ethics from preservation through interpretation
- Applied, technical knowledge of PC and Mac computers, including office software applications; Lotus Notes; Adobe Photoshop; Quark Express; Apple Works; Claris Filemaker Pro
- Applied, technical knowledge of relevant legislation, standards and best practices; *Ontario Heritage Act; Building Code Act, Municipal Act, 2001; Occupational Health and Safety Act*; Board policies
- Technical knowledge of exhibit design, event management and marketing
- Technical knowledge of accepted purchasing practices
- General knowledge of supervisory techniques
- General knowledge of office procedures

## SKILL AND ABILITY

- Exercises judgment to recognize and analyze problems/situations using trouble-shooting techniques; reaches solutions within intent of programs and standards
- Considerable creativity, communication and human relations skills
- Read and interpret historical blueprints, archival maps and technical manuals
- Prepare construction drawings
- Operate a computer: create and modify word processed documents and spreadsheets; data entry and search; graphic design and desktop publishing
- Operate hand and power tools and equipment related to construction, property maintenance and restoration
- Mathematical and reasoning skills
- Effectively communicate and work with internal and external customers; exchange information; provide clarification and explanation
- Accept direction and complete tasks as assigned with limited supervision and limited re-work
- Adapt to change, learn and practice new skills, upgrade and advance capabilities

## DIRECTION OF OTHERS

Regularly responsible for direction of numerous volunteers, students, co-ops and contractors

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## WORK DEMANDS

- Regular sensory effort: reading; digital restoration of photos; microfilm research; detailed graphic design; fine detail restoration/conservation work
- Frequent physical effort: periods of sitting/keyboarding; moving exhibits, cabinets, furnishing and heavy artifacts; climbing ladders; leaning over work; stooping/crouching under structures; property maintenance/repairs; driving
- Coordination of coarse and fine movements where speed is a minor consideration
- Incorrect or inappropriate recommendations/decisions/actions could mean irreparable damage with financial implications; some embarrassment to municipality if historical reference compromised
- Some degree of care required to prevent injury or harm to others
- Major conditions of frequent exposure

## POSITION HISTORY

The position description for Curator, Structural Heritage was amended and renamed in August 2009 to reflect the results of a JJEC process. It was further amended in June 2010 in advance of a competition.

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Chief Administrative Officer

\_\_\_\_\_  
Date