

POSITION: CURATOR

JOB POSTING #:

DEPARTMENT: Cultural Affairs

UNION: 543

POSTING TYPE:

JOB CODE: 543523

POSTING STATUS:

POSITION #:

OF POSITIONS: One (1)

GRADE/CLASS: Classification 0.16

SHIFT WORK REQ'D: Yes

SALARY RANGE: \$29.23 to \$34.38 hourly (2012 rates)

HOURS PER WEEK: 35.00

DUTIES:

Under the direction of the Manager of Cultural Affairs, this position acts as a primary link to the local community by developing and implementing partnerships, opportunities and defining programs required for the service delivery of Windsor's Community Museum. The successful applicant will administer, direct and coordinate staff and site supervision by establishing work priorities and staff scheduling. Will assist with preparation, administration and monitoring of Windsor's Community Museum budget; will maintain accurate records of financial and statistical information; authors a variety of reports including, but not limited to: federal and provincial government grant applications; will interpret and comply with legislation, policies and procedures as they relate to standards for community museums in Ontario; Will perform collection and community research; Curates museum exhibitions including: conducting research, planning, designing and implementation; develops procedures and makes recommendations for changes to Windsor Community Museum policies specific to: museum research, exhibition, educational programming and special event delivery; makes decisions about museum content and written information accessible to the public; Creates promotional material and museum exhibits/events; will partner with members of other heritage organizations such as: Ontario Museum Association, Canadian Museum Association, other museums and the Ministry of Culture; will participate in the acquisition committee and will provide input on which artifacts to accept into the Windsor Community Museum Collection; will perform additional duties essential to the operation of the Museum including, but not limited to: opening/closing, security/fire alarm procedures and the monitoring of building operations. Will communicate in a respectful manner and maintain amiable relations with outside agencies, the public and fellow staff; will comply with specific regulatory legal and policy requirements including, but not limited to: Collections Management Policy, Copyright law, Windsor's Community Museum Policies, Museum Operating Grant standards, Chenhall's Nomenclature for museum cataloguing, Firearms Act and Occupational Health & Safety duties as outlined in the corporate Health and Safety Program. Will perform other duties as assigned.

QUALIFICATIONS:

- Must have a University degree in Faculty of Arts or Social Science with an Ontario Museum Association Certificate (OMAC) or Ontario Ministry of Education equivalency;
- Must have over (3) three years experience in the operation of a museum including design, organization and management;
- Must be detail -oriented with the ability to prioritize and manage multiple tasks;
- Must have excellent public relations and customer service skills and will maintain cordial relations with the public, outside agencies and all staff;
- Must have operating knowledge and training in Microsoft Office Suite of products;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- Related community, volunteer and/or tourism experience a definite asset;
- Should be familiar with the Occupational Health & Safety Act, its regulations and knowledge of hazards associated with work.

POSTING SPECIFICS:

Posting Period:

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 18, 2012