

PARK HOUSE MUSEUM
JOB DESCRIPTION: CURATOR/ADMINISTRATOR

The post of Curator / Administrator for the Park House Museum includes the following duties, skills and responsibilities

The Curator/Administrator is responsible for the day-to-day administration of the museum, in accordance with policies and budget limitations which have been established by the Board. Specific duties are described below:

BOARD OF DIRECTORS

The Curator/Administrator's management of Museum policies shall be executed with the full knowledge and concurrence of the Board.

Issues arising from the operations of the Park House should be brought to the Board so that policy changes can be dealt with promptly and cooperatively.

ARCHIVES

- store maps, newspapers, photographs, books and genealogical material in an acceptable
- All of the above must be easily retrievable for public and museum research purposes.

CONSERVATION

- ensure preservation of the collections by maintaining an adequately controlled environment, both in storage and on display
- provide appropriate conservation treatments where necessary and feasible.

CURATORIAL

- keep current: accession record, donor file, condition reports, photograph file.
- carry out research and investigation of collection for interpretation and education purposes.
- keep abreast of new techniques by reading appropriate material. Attend professional development opportunities.
- further develop the collection through planned acquisitions and deaccessions consistent with the mandate and statement of purpose of the Museum
- provide written reports at regular monthly Board meetings

EDUCATION, SKILLS AND EXPERIENCE

- BA in relevant area of the Arts with OMA certificate in Museum Studies and/or a minimum of two years related experience.
- knowledge of computer applications, internet, social media and office equipment
- excellent written and verbal communication skills
- good team working skills
- excellent project management and organizational skills
- knowledge of fundraising for cultural programs
- current First Aid Certificate

EVENTS AND EXHIBITS

- research, plan, promote and execute events and exhibits that tie in with the Statement of Purpose.
- plan exhibits and programs with accessibility for all members of the community in mind

FUNDRAISING

Operations: - seek out and prepare applications for financial assistance ,including but not limited to:

Federal: Canada Summer Jobs

Provincial: Community Museum Operating Grant

Municipal: Town of Amherstburg

- seek new operating grants on a regular basis

Events: - seek funding to defray set-up costs

GIFT SHOP

- keep well stocked with tinware, bought and consignment goods
- change exhibit regularly
- price items
- keep accounts

GROUPS

- take bookings and send confirmations
- prepare activities and carry out plan
- collect fees and keep accounts

HERB GARDEN

- plant and tend
- interpret to public
- use produce in programs

OFFICE

- keep equipment in good repair
- order and purchase supplies as needed

PROMOTION AND PUBLICITY

- arrange for publicity and public relations for the museum
- make and maintain connections with other heritage groups and organizations locally, provincially and nationally.
- ensure that published museum information material is produced and distributed appropriately
- post events and exhibits on website and maintain Facebook page.

TIME SCHEDULING

- curator – A schedule of proposed hours to be worked the for following month, including any variances, is to be to be included in monthly report submitted to the Board.
- organize hours of work for summer staff and volunteers and maintain a record of same.

TRAINING STAFF AND VOLUNTEERS

- teach correct handling of artifacts
- train in activity to be done
- review safety first and emergency procedures
- review building security measures
- emphasize appropriate dress and behaviour
- teach the history of house and family to be interpreted – reinforce with written material

TINSMITHING OPERATION

- take orders
- invoice customers
- ship orders
- keep accounts

VISITATION

- collect admissions and keep records
- give guided tours
- ensure that visitors do not abuse collections or buildings

Revised March, 2016