



Employment Opportunity

Position:	Museum Curator
Division:	Community Services
Commencing:	October 2022
Shift:	Variable; Days; Evenings; Weekends
Annual Salary:	\$65,520.00 to \$79,151.80
Deadline:	September 23, 2022, at 4:00 PM (CDT)

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca (one (1) PDF file preferred) with the subject line: Museum Curator.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

To learn more about this opportunity, please contact Tyler Young, Recreation and Culture Manager, at (807) 274-4561.



Position Description

Position Title:	Museum Curator
Supervisor:	Recreation and Culture Manager
Employee Group:	Community Services
Date Reviewed:	January 2020

Position Summary

- The incumbent is responsible for the operation of the Museum / Cultural Centre, municipal heritage sites and the development and implementation of all exhibits and public education programs.

Direction Received

- Reporting to the Recreation and Culture Manager, the incumbent frequently carries out the duties without direct supervision, they are responsible to follow municipal operating policies and procedures, as well as applicable Provincial and Federal legislation. The Curator is required to adhere to the Provincial Standards in Community Museums.

Direction of Others

Reporting to the Museum Curator are:

- Museum Attendant(s)
- Student Museum Attendant(s)
- Volunteers

The incumbent prepares work schedules, establishes reporting procedures, completes payroll submissions. The Curator is responsible to follow town policy and works closely with the Recreation and Culture Manager and Human Resources Manager in the selection of staff.

Revenue, Asset and Expenditure Scope

Annual Budget	~\$100,000
Museum Collection	~\$175,000

General Responsibilities

- The Curator is responsible for the day to day operations and supervision of the Museum and heritage sites.
- The Museum Curator is responsible for recommending appropriate operating hours, and programming to meet the levels of service established by Council and the Community Services Executive Committee (CSEC). Consideration must be given to meeting the Ministry of Tourism and Cultural guidelines necessary to maintain “year-round museum” status
- With consideration given to providing a high quality, sustainable experience for tourists and community members, plans, organizes and delivers programming for museum and heritage sites.
- With consideration given to levels of service and operational sustainability, initiates, researches, and plans integrated displays, activities, audio-visual presentations and any additional educational materials necessary to interpret local history and our cultural past.
- Accountable for maintenance of the Museum’s collection, and collection management system.
- Attends to the restoration, conservation, and storage of artefacts and adheres to provincial guidelines.
- Determines suitability of potential artefact donations for collection development.
- Keep informed of changes in standards, opportunities for funding, and is aware of available grant opportunities.
- Maintains relationship with local educational facilities and works to promote awareness of our heritage and cultural past for students of all ages and backgrounds, with a goal of reaching the largest number of students possible.
- Responsible for the orientation, training and day to day supervision of regular staff, student staff and volunteers.
- Responsible to complete regular performance reviews of all regular staff and student staff.
- Responsible to ensure that due diligence is conducted related to volunteer staff.
- Responsible to take all precautions reasonable to ensure the safety and well being of Museum staff, volunteers, and those attending the facility.
- When directed to do so, plans, organizes, promotes and delivers all cultural and historical traveling exhibits that will promote public interest in Museum activities.
- Responds to general inquiries and questions, greets, directs and guides museum visitors when part time attendants are not on duty.
- Working with the Recreation and Culture Manager, responsible for preparation of annual budget.
- Responsible to work within approved budget to approve expenditures take in daily cash receipts, prepare payroll submissions, preparing deposits and delivery to treasury.
- Administration of office, ordering of supplies, purchase orders, booking meeting rooms.

- Liaise with community cultural and heritage groups
- Ensures the day-to-day maintenance of facilities, and to work with the Superintendent of Facilities, and Division Manager of Operations and Facilities to ensure that the facility is maintained as required.
- May assist and / or coordinate community events
- Other duties as assigned

Education and Qualifications

- Bachelor of Arts degree or diploma in Museum Studies, or any combination of education related to history, anthropology, archaeology, marketing, communications, culture, indigenous studies, public relations or event planning.
- Superior communication, time management and organizational skills required.
- Excellent communication, presentation and public speaking skills.
- Able to manage assigned work, including larger projects effectively and independently.
- Willing to accept direction and take training, as identified; travel if required.
- Demonstrated knowledge of local history and culture, including that of the local indigenous community, is an asset.
- Proficient in the use of common office software applications including word processing, spreadsheet, presentation, and email.
- Proficiency in the use of common social media applications and web-based applications.
- Proficiency in the use of desktop publishing and image editing software applications an asset.
- Experience preparing budgets and managing staff an asset.

Effort

- Planning and preparation of exhibits, displays and reports require prolonged concentration; interruptions are frequent by queries from visitors and customers.
- Physical demands relate to muscular and sensory strain due to prolonged periods of preparing reports while seated.
- Occasionally for short periods muscular exertion is required for exhibit construction, installation and storing of artefacts.

Working Conditions:

- The incumbent is required to work a minimum of 35 hours per week on a flexible schedule, as job requires. Additional hours average up to 15% of average workday.
- Workspace is in a shared office or open museum setting with occasional outside supervision of heritage sites. Incumbent is exposed to fumes, noise, chemical substances and dust in working with displays and exhibits.
- On rare occasions, the incumbent is required to deal with difficult behavior from visitors and customers.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check, and Vulnerable Sector Screening.