



Curator, Exhibits Programming & Marketing

Temporary Approx. One Year

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth.

As the Curator Exhibits, Programming & Marketing, you will be responsible for interpreting the history of Fort Erie through exhibits, programs and well-maintained artifacts and buildings. As the successful applicant you will have previous experience in a related field and possess your OSSD or equivalent plus an additional program of over two (2) years and up to three (3) years or an undergraduate degree with additional specialized courses resulting in or leading to a Museum Studies Certificate.

You will research, create, market and deliver public education programs and events including researching, designing, constructing, marketing and install/removal of permanent, traveling, and outreach exhibits. You will lead and/or support marketing, fundraising, needs assessment, collection development, budget development, and planning initiatives. You will Research and produce reports, studies and exhibit text; respond to Board information requests; comment on policy development; produce standard correspondence; create operational procedures.

This union position offers an hourly rate of \$31.50, based on 37.5 hours per week, plus 4% vacation pay.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected
community of choice***

[Click here](#) to apply. The deadline for receiving applications is 12:00 **NOON** local time on Tuesday, January 31, 2023. Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the Municipal Act, 2001, as amended to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Community Services
Division: Museum and Cultural Services
Reports to: Manager, Museums and Cultural Services

Position objective

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

Duties & 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 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; 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.

Education & Experience

- **Education (Knowledge)** - OSSD or equivalent plus an additional program of over two (2) and up to three (3) years or three years undergraduate degree or equivalent (University graduation, with additional specialized courses resulting in/leading to Museum Studies Certificate)
- **Experience & Training** - Over two (2) years up to and including three (3) years' related experience
- Valid Ontario driver's license with a driving record acceptable to the Corporation

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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; HCL 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

Skills & 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

Supervision of Others

Regularly responsible for direction of others. May perform some duties similar to those of the employees being directed (Volunteers, students)

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Work Demands

- **Initiative & Judgement** – Assignments frequently involve modifying established methods or procedures, recognizing and analyzing problems or situations and using trouble shooting techniques to reach solutions or devising new course of action within the intent of existing programs, legislation or professional standards. The exercise of judgement is extensive and is complicated by the need to consult and coordinate action plans. Supervisor may provide guidance but not solutions
- **Mental Effort** - Regular effort (approximately 50% of the time). Concentration on precision work with multiple demands. Visual and/or listening attention with some choice of action to seek relief (Reading; digital restoration of photos; microfilm research; detailed graphic design; fine detail restoration/conservation work)
- **Physical Effort**- Frequent effort (approximately 75% of the time). Activities such as keyboarding, standing, driving, stooping, crouching, climbing, kneeling, lifting, pushing/pulling awkward objects (moving exhibits, cabinets, furnishing and heavy artifacts; climbing ladders; leaning over work; stooping/crouching under structures)
- **Dexterity** - Coordination of coarse and fine movements where speed is a moderate consideration
- **Accountability** - Incorrect or inappropriate recommendations, decisions or actions have obvious effects on financial implications, some embarrassment to the Municipality and requires intervention by senior staff to deal with the repercussions. (Could mean irreparable damage with financial implications; some embarrassment to Municipality if historical reference compromised)
- **Safety of Others** - Some degree of care required to prevent injury or harm to others
- **Interpersonal Skills** – Handle contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information
- **Disagreeable Conditions** - Minor conditions of frequent exposure

Position History

August 2009 - The position description for Curator, Structural Heritage was amended and renamed to reflect the results of a JJEC process.

June 2010 – JD was amended in advance of a competition.

March 2016 - JD was updated following a corporate re-organization

June 2016 – JD was updated in advance of a competition.

July 2017 - Job Description was reviewed for AODA compliance and organizational changes and reporting.

April 2020 – This Job Description was updated and revised following the Joint Job Evaluation Maintenance process.

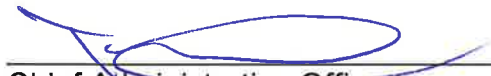
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September 2020 – Job Description was reviewed for accuracy by the Manager, Museums & Cultural Services and the title was changed from Curator, Marketing & Programming to Curator Exhibits, Programming & Marketing.

December 2021 – JD was re-evaluated as part of the annual JJEC maintenance



Chief Administrative Officer



Date