

Job Title: Curator/Manager

Position Type: Full Time (35 hours per week) – This position may include work in the evening, as well as on weekends and holidays.

Application Deadline: February 2, 2018

Location: Beachville, ON

Educational Requirement: post-secondary training

Experience Requirement:

- knowledge and experience with curatorial and/or museum practices
- sound knowledge of legislation related to the operation of municipal heritage and museum facilities
- demonstrated leadership and organizational skills
- pro-active interpersonal and relationship management skills
- strong communication skills (both oral and written) and excellent presentation skills

Job Description:

CURATOR / MANAGER – Job Description

Beachville District Historical Society Museum

Major Duties

Reporting to the Board of Directors, the Curator/Manager (C/M) is responsible for the general operation of the museum and facilities, including exhibits, displays and educational programming, promotion, advertising, and acceptance, registration and deaccessioning of artifacts. The C/M is responsible for the continuity and efficiency of the records management. Must work with the general public, staff, and volunteers.

General Operation

Oversee general operation of the museum and care of the collection.

If any major problem develops in the regular operation of the museum, the C/M will contact the Chair of the Board of Directors (or designate) as soon as possible.

Exhibits/Displays

Will research display material, making sure artifacts are displayed in a safe and proper manner in compliance with the Standards for Community Museums in Ontario.

Programming

Develop programs which should be entertaining, educational and historical in nature.

Managing the Visiting Public

Conduct tours and provide information about the displays.

Accounting

Works with the bookkeeper to ensure that all accounting information is provided. Manage, maintain and monitor operating budgets, including day-to-day financial transactions. Participates in the development of the museum's budget and prepares, submits and administers the capital budget(s).

Promotion and Advertising

Administer the development of promotional materials related to exhibits, permanent collections and programming.

Grants

Search out and apply for grants from governments, foundations and other funding sources. Particular focus on updating the museum's strategic plan to align with funding criteria and opportunities.

Acceptance and Registration of Artifacts

Accepts artifacts in accordance with the museum's mandate and policies and reports to the Board of Directors. Develops and maintains a cataloguing and documentation system in accordance with the Standards for Community Museums in Ontario.

Brief Description: To act as Curator and Manager and work in co-operation with the Community Museum Partnership to develop, promote, organize, staff, direct and control the operations of the Museum, in the best interest of the Public, under the terms of the Board Policies.

Salary Details: \$22.50 to 30.00 per hour; dependent upon skill level

About the Employer:

Filled with historical artifacts, the **Beachville District Museum** is situated on 4.5 acres of lush parkland. The Museum houses a wide variety of historical artifacts from Beachville and surrounding areas in the main house, two large barns and on the beautiful grounds. Here you can explore a vast collection of agricultural tools and implements to restored period rooms, toys, mastodon bones, miniatures, clothing, furniture and so much more.

The Beachville District Museum is a Community Museum Partnership of South-West Oxford and Zorra Townships and the Beachville District Historical Society.

Public transportation is not available to the site; therefore, applicant(s) should have their own transportation.

How to Apply:

Interested applicants should submit their résumé and a covering letter highlighting how their education, training, and experience meet the position requirements.

Please forward this to: hrbdm@execulink.com

Only the candidates selected for an interview will be contacted.