

Little Schoolhouse and Museum
113 Church Street
South Baymouth, ON P0P 1Z0

Job Description - CURATOR
April 2015

Overview:

The Curator is a year round part-time position reporting to the Chair of the Management Board ("Board"). The Curator is required to work 20 to 25 hours weekly at the museum during the peak months of July and August, and to ensure the museum is open Friday, Saturday, Sunday, and holiday Mondays during the rest of the "shoulder" tourism season (May, June, September, October: time requirement about 8 to 10 hours weekly).

The Curator's primary role is to provide an optimal visitor experience while building and safeguarding our township's heritage through the museum collection. A related requirement is provision of feedback to the management board regarding features, displays, events, and customer service, enabling a continuous and real time evaluation of museum programs and services.

General responsibilities include updating and maintenance of the Past Perfect database, assisting with events, supervision of summer staff and volunteers, reporting as required. Additional duties may be required.

The Curator is expected to meet mandatory municipal training requirements, including Health and Safety and Accessibility training, and to participate in any/all training provided by the board.

Skills/Experience:

The following skills, knowledge, or past experience will be considered assets for this role:

- Knowledge of Tehkummah/Manitoulin Island heritage, or willingness to learn
- Knowledge of and commitment to, museum/cultural Best Management Practices, or willingness to learn
- Experience in presenting to various ages and group sizes
- Excellent organizational and management skills
- Experience working with boards and volunteers
- Excellent interpersonal skills and networking abilities
- Willingness to encourage donations and assist with fundraising events
- Motivated to develop, execute and evaluate plans that encourage an engaged and active museum community
- Ability to research, plan, budget, and organize educational and entertaining exhibits

Responsibilities:

Collections Management

The Curator will

- Utilize provincial museum standards in accordance with Little Schoolhouse and Museum policy to review existing collection management policies and procedures and recommend updates, additions and/or deletions
- Manage collections using Past Perfect software, ensuring complete and accurate artifact cataloguing, accession/deaccession records, condition reports, etc.
- Ensure the security of collection records in accordance with privacy legislation and protection of electronic data

- Advise the Board on the acquisition of artifacts in accordance with Museum policy

Preservation and Conservation

The Curator will

- Monitor and manage environmental and security conditions in all museum areas and maintain appropriate monitoring records, and report irregularities to Board
- Regularly review conservation standards and recommend preventative measures or remedial actions for artifacts and archival records
- Coordinate the loan and/or receipt of artifacts and ensure appropriate environmental and security conditions are met
- Evaluate the condition of artifacts on loan, whether incoming or outgoing
- Maintain and supervise the maintenance of artifacts in storage and on display throughout the museum facilities
- Review annually the Museum's preservation and conservation policies in relation to provincial museum standards and current best practices, and make recommendations to Board

Research and Access

The Curator will

- Recommend research policies and procedures in keeping with provincial museum standards
- Establish procedures for access and use of collection, archival materials and documents
- Support access to and use of the collection in exhibitions and programs
- Continuously improve access to collection through exhibits, programs, and digital means
- Respond to and support research requests

Administration

The Curator will

- Support the work of the Management Board through attendance at regular meetings, development of work plans, and maintenance of any committee minutes
- Continuously improve knowledge and skill set re collection management and conservation practices, issues, and innovations, through reading and by taking advantage of networking and continuing education opportunities