

CITY OF PETERBOROUGH JOB DESCRIPTION

JOB TITLE: Curator

EFFECTIVE DATE: February 2012

DEPARTMENT: Community Services;
Museum and Archives

JOB CLASS: 8

MAIN PURPOSE:

Develop and coordinate the annual exhibit schedule and program by working with collectors and other museums to select exhibits and by curating original exhibitions and supervising their installation and dismantling.

KEY RESPONSIBILITIES

1. Design, construct and supervise the installation of permanent and temporary models and exhibits and perform construction maintenance, repair and cleaning of tools, equipment, artifacts and storage areas.
2. Process artifact donations by: receiving donations; preparing and issuing receipts; preparing, issuing and filing Accession Committee artifact forms; coding, completing and filing registration forms; preparing, issuing, copying and filing "Certificates of Gift"; affixing registration numbers to artifacts; and, preparing, filing and maintaining up-to-date artifact catalogue cards.
3. Contribute to the Peterborough Centennial Museum and Archives budget by costing exhibition projects and activities and collection conservation costs and monitoring these costs.
4. Manage the permanent artifact collection by screening and selecting donations and by maintaining the related collection records, in accordance with PCMA policies, Province of Ontario Community Museum Standards and CMA Ethics and Guidelines. Supervise the Curatorial Assistant as well as the Conservation Cataloguer, students and interns when working on museum projects.
5. Retrieve artifacts from the storage area, as requested. Develop and recommend improved artifact storage and registration methods. Maintain and preserve the Museum's collection by providing basic conservation and by ensuring proper care and handling and storage of collection. Control access to collection by assisting and monitoring researchers.
6. Prepare graphic posters, displays, brochures and promotional materials for the Museum.
7. Research, write and edit curatorial texts for temporary and permanent exhibitions.
8. Perform backup Museum Director duties in the absence of the Museum Director as assigned.
9. Provide general reception and special event duties by welcoming visitors, responding to enquiries, monitoring exhibitions, conducting routing program registrations and gift shop sales, as required.

EDUCATION/EXPERIENCE/SKILLS TRAINING

Requires an individual who has a Community College diploma in Arts Administration or Museology, or equivalent. An Ontario Museum Association Certificate is preferred. Carpentry skills are an asset. Computer skills are essential. Requires an individual who has a valid driver's license and will provide a vehicle to fulfill the duties of the position as required.