



613.331.0848 | info@fcsmuseum.com | www.fcsmuseum.com

414 Regent St. Kingston ON, K7K 5R1

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**Job Title:** Museum Manager and Curator

**Term Length:** July 2022 until January 31<sup>st</sup>, 2023\*

(\*contract renewable on an annual basis. Start date to be negotiated with successful candidate)

**Hours of Work:** 37.5 hours/week

**Compensation:** \$23.00/hour (annual salary of \$44,850.00)

**Closing Date:** July 3<sup>rd</sup>, 11:59pm

### **The Role**

The Museum Manager and Curator reports to the FCSM's volunteer Board of the Directors. The Manager/Curator is accountable for the effective and efficient day-to-day operations of the museum and provides leadership, vision, and direction for the successful growth and development of the FCSM.

### **Responsibilities**

#### ***Administration/Operations Management – 25%***

- Assists with scheduling meetings as necessary with the Board of Directors
- Maintains filing and records.
- Updates relevant internal systems and databases and works with Museum Treasurer to input revenues/expenses accordingly (receipts, donations, etc.)
- Gathers, compiles, and consolidates information/data into established reporting formats for grant applications, grant reports and Board meetings
- Works with Board committees as needed for various initiatives (e.g., campaigns, group tours, special events, annual general meeting, budget preparation and planning, etc.)

#### ***Volunteer and Staff Management – 20%***

- Recruit, train, and schedule volunteers, interns and staff per department needs (collections, programming, research, etc.)
- Orientation – set up all new candidates with required paperwork for payroll, overview of museum policies, additional training, etc.
- Report to all funding agencies or volunteer programs as required on staff/volunteer activities

#### ***Collections Management – 20%***

- Maintains collections database records and standards.
- Oversees the processing of objects into the collections and archives
- Supervises and trains interns, volunteers and contract staff in collections inventory, digitization, and storage
- Manages the museum's ongoing collections inventory project

- Responds to donor inquiries re: potential object donation; prepares all paperwork at all stages of the acquisition process and informs them of the final decision (acquisition into the museum's collection or return to donor)

### ***Programming – 20%***

- Maintain educational and public programs for the Museum including such as field trips, group tours, and events
- Develop public program plans (virtual and in person) with part time staff and volunteers, from research, implementation, and evaluation
- Schedule museum staff and volunteers to attend outreach events and represent the museum
- Participate in collaborative programming events

### ***Marketing and Communications – 15%***

- Oversees the maintenance of contact lists for all donors.
- Manage all museum social media platforms.
- Ensure listings on tourism websites and guides are up to date.
- Work with the museum's membership committee on the management of membership communications, including membership renewals and distribution of quarterly museum newsletter.
- Assist the museum's communications volunteer with management of the museum website

### **Qualifications**

The ideal candidate will possess:

- Education
  - BA, Certificate/Diploma/MA in related-studies (history, management, museum studies) or a degree that provides the equivalent when combined with experience.
- Skills/Experience:
  - Demonstrated organizational and administrative abilities.
  - Demonstrated ability to write (or contribute to the writing of) grant applications, develop exhibits, initiate programs, coordinate activities, and deal effectively with community groups
  - Excellent written and oral communication skills.
  - Proficient in computer applications and new media.
    - Experience using *Past Perfect* collections database considered an asset
  - ~ 2+ years experience working in a museum setting in various capacities
  - The ability to work independently and be a “self-starter”
  - A willingness to learn, and a good sense of humour!

Please provide a cover letter and résumé as a **combined pdf or word doc.** by 11:59pm on **Sunday, July 3<sup>rd</sup>, 2022**, to the attention of Board President, Faye Batchelor at [info@fcsmuseum.com](mailto:info@fcsmuseum.com). As an equal opportunity employer, we strongly encourage women, Indigenous peoples, members of visible minorities, persons with disabilities, and members of the LGBTQ2S+ community to apply for employment.

The Hiring Committee thanks all candidates for their interest; however, only those selected for an interview will be contacted.