

JOB DESCRIPTION

Title: Museum Curator and Administrator

Reports to: Chair, Antigonish Heritage Museum Board

Position Summary:

Has primary responsibility for the museum collection, planning, development, organization, implementation, documentation, and evaluation of interpretation programs and public services. Is responsible for file administration, research requests, and ensuring museum facility looks professional and welcoming. Provides regular reporting to the Board, Association of Nova Scotia Museums, and other provincial departments in a timely and efficient manner. Also acts a liaison and provides occasional support to the Heritage Museum Association.

Responsibilities:

- Oversees museum collection, including maintaining museum databases, and supports community research.
- Undertakes primary and secondary source research.
- Responsible for developing and delivering programs and events that offer diverse, high calibre programming to a range of groups; this includes partnering with community associations and organizations.
- Evaluates the effectiveness of programs and ensures continuing development by creating new programs or modifying existing ones.
- Oversees day-to-day administrative needs of the museum.
- Responsible for ensuring development, planning and implementation of museum marketing, public relations, social media and other communications.
- Responsible for the management of the museum building and perimeter grounds, including supervision and control of security and building cleaning and upkeep.
- Responsible for volunteer management and development.
- Attends regular meetings and provides support and assistance to the Antigonish Heritage Museum Board and Committees.
- Attends meetings and provides required reporting to Association of Nova Scotia Museums
- Responds to after-hours emergency calls as required.
- Demonstrates a commitment to safety in the performance of all duties and tasks.
- Other related duties as assigned.

Qualifications

- Exceptional interpersonal skills, with the ability to communicate with and relate to diverse stakeholders.

- Experience developing and nurturing community partnerships that advance equity and provide excellent customer service to various internal and external stakeholders with a commitment to the community.
- Experience in interacting with the public in small and large groups.
- Excellent research and verbal and written communication skills.
- Previous experience with office administration records management or similar experience.
- Strong eye for detail and strong design instincts.
- Program development skills with an interest in designing participatory learning activities.
- Able to organize, present and communicate messages effectively through design.
- Sound analytical thinking, planning, prioritizing and execution skills.
- Ability to work independently and with minimal structure.
- Experience with cataloguing software (Novamuse or another database) preferred.
- Video, audio, and photo capture and editing skills are an asset.
- Previous experience working at an arts culture-based organization is a definite asset.
- Diploma or certification in education, graphic design, film, history, art, museum studies, or related field an asset.

Working Conditions

- Some evening meetings and weekend work to attend events may be required
- Candidates must be able to lift weights up to 35 lbs, as well as do general maintenance cleaning.