

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>MUSEUM COORDINATOR</b>		
<b>DEPARTMENT:</b>	Cultural Affairs	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543524
<b>HOURS OF WORK:</b>	35	<b>GRADE/CLASS:</b>	0.13
<b>SHIFT WORK REQ'D:</b>	Yes		

**DUTIES:**

Reporting to the Curator or designate, this position will be responsible for the recruitment, placement, scheduling, training and supervision of volunteers at Windsor's Community Museum. The successful applicant will coordinate the activities of the Museum Volunteer Group as well as those of independent volunteers, will plan, coordinate, execute and evaluate educational programming on local history related exhibitions and museum practices for school and community groups, the general public and volunteers; will prepare public information for distribution such as: media releases, public service announcements, newsletters, posters, invitations and flyers; will attend meetings with the Museum Volunteer Group Executive; will draft procedures and recommend changes to policies relevant to the internal process for volunteers; will interpret and comply with legislation, policies and procedures as they relate to standards for community museums in Ontario; will perform general duties essential to the operation of the Museum including, but not limited to: answering phones, greeting visitors, providing tourist information and directions, opening/closing and security/fire alarm procedures; will assist with accounting/financial records keeping, including the processing of requisitions, purchase orders, bank deposits, petty cash; orders supplies as required, maintains accurate records of the museum's expenditures; Assists the Museum's Curator in the supervision, training, mentoring of student/grant program staff and Museum Assistants; Partners with members of outside agencies such as United Way/Centraide Windsor Essex County in the recruitment of volunteers; will communicate in a respectful manner and maintain amiable relations with the public and fellow staff; will comply with specific regulatory legal and policy requirements including, but not limited to: Copyright law, Windsor's Community Museum Policies and Museum Operating Grant standards. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year University Degree in Arts or Social Sciences or Ontario Ministry of Education equivalency and must have completed a certificate in Museum Studies from a University or Community College (i.e., Cultural Heritage Conservation or Art Conservation or Ontario Museum Association certificate in Museum Studies) or Ontario Ministry of Education equivalency; OR
- Must have a four (4) year University Degree in Arts or Social Sciences or Ontario Ministry of Education equivalency;
- Must have over (1) one year of experience in working with volunteers (i.e. recruitment, placement, training and supervision of volunteers);
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have an understanding of museum design, organization, and management;
- Must have excellent public relations and customer service skills and will maintain cordial relations with the public, outside agencies and all staff;
- Must have operating knowledge and training in the Microsoft Office Suite of products;
- A Teaching Certificate will be considered a definite asset;
- Related community and volunteer experience is a definite asset;
- Previous tourism experience will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work. May be medium during exhibit preparation.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff**

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of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.