

CURATORIAL ADMINISTRATOR – NORWICH & DISTRICT MUSEUM

KEY RESULT AREAS

A – Management & Promotion of Museum Collection

- 1) Creation of displays highlighting subjects related to the area and its history and culture that will inform and interest the public on a variety of levels;
- 2) Provide commentary on permanent displays at Museum that are factually correct and informative;
- 3) Maintain special and permanent displays;
- 4) Contact local Boards of Education to encourage teachers to bring students to the Museum or to request school visits by the Curator. Prepare programs related to school curricula for use at the Museum or in the school;
- 5) Manage museum collections, including: accepting and accessioning new donations following criteria of Collections Policy, updating museum collections storage database, de-accessioning and conservation, as required.
- 6) Follow CMOG Policies and Standards to ensure best practices are being followed.

B - Manage day to day operations of Museum

- 1) Deal with all incoming correspondence, whether received by mail, email or personal delivery. Determine how each piece is to be dealt with and prioritize. Present those items that require the attention of the Board at board meetings. Deal with other items as required by good office practice;
- 2) Prepare and complete grant applications and the annual Registered Charity Information Return and forward to appropriate agency; record donations and issue charitable tax receipts in a timely manner;
- 3) Plan, co-ordinate and promote Historical Society events along with Board of Directors. This might include educational programs, fundraisers, open houses, etc.;
- 4) Provide tours to museum patrons;
- 5) Prepare and present a monthly Curator's Report at Directors' Meetings and an annual report for Annual General Meeting;
- 6) Assist with bookkeeping activities for the society, including preparing deposits and assembling bills for payment. The bookkeeping task is the responsibility of the Township of Norwich.
- 7) Manage rental bookings for Historical Society, arrange for key holders to open and close as necessary;
- 8) Work with staff and volunteers to complete enough housekeeping to keep museum and outbuildings presentable to public;
- 9) Report directly to the Board on any major housekeeping needs, repair or maintenance requirements, etc.; and
- 10) Prepare annual list of contact and meeting information for Board of Directors;

- 11) Act as liaison between activities and needs in the Museum and the same in the Archives.

C – Data gathering related to activities at Museum and Archives.

- 1) Listen for, record and analyze responses to exhibits, programs, etc. at our Museum;
- 2) Assist Archives staff with management of membership list. Develop a visitor list and donation list. This is separate from visitorship and included in tax receipts
- 3) Record daily activities and hours worked in annual planner;
- 4) Daily, monthly and annually record all visitors coming to Historical Society during regular business hours and at events;
- 5) Record all volunteer hours accrued annually;
- 6) Find and/or research interesting items to contribute to the “The Cider Press,” compile, format and edit Cider Press three times annually, and;
- 7) Stay connected with events, activities and ideas going on in the Museum community. Act as liaison with tourism promotion partners and Elgin Oxford Norfolk Museum Association. Always be considering if there is an opportunity somewhere for the Museum. Sit on local community committees as required.

SCOPE DATA

1 - Develop concepts for displays using seasonal themes and relevant community activities as a basis. Once the concept and basic design is finalized the Curator is responsible for addition research, planning and construction of the exhibit. Volunteers from the society will provide the physical help necessary to complete the exhibit under the direction of the Curator.

2 - The Curatorial administrator is the office manager and the executive director of the Museum on a daily basis. S/he is responsible for assuring that all paper work, forms and reports are filed with the appropriate authorities in order for the Norwich & District Museum to maintain its status as a full time Museum with charitable donation status. S/he is responsible for tracking the bank balance and notifying the society treasurer of issues related to that balance. The Board is ultimately responsible for the finances of the organization. S/he will report issues beyond her capacity to deal with related to the management of the office and/or the Museum to the President and/or the Board. S/he is responsible for responding to or re-directing queries and comments, for recording donations and membership dues and for preparing charitable receipts. If uncertain about appropriate action, the Curatorial administrator will refer to Board. The Curator administrator is responsible for checking and responding to all message systems, including telephone and email, regularly.

3 – Work with the Archives staff to maintain the membership list. They are responsible for its upkeep. The Curatorial administrator should be able to use the full list of

members, visitors and previous donators for specialized mailings and other types of contact.

4 – Share in the editing of “The Cider Press.” This might include desk top publishing work, researching and writing articles on specific topics and stuffing envelopes.

5 – Attend EON meetings as a representative of the Museum. Be a conduit for information etc between EON and the Museum, Historical Society and Archives.

6 – Support the Board in all Museum and Historical Society special events. This might include preparing invitations, organizing receptions; and managing the advertising and communications function related the activity.

7 – Work with the Archivist and the Archives volunteers to develop a sense of shared purpose and mutual support.

The Curator reports directly to the Board of Directors.

Agreed by:

President

Curatorial Administrator

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