



# Curator/Supervisor, Oil Museum of Canada

**Job Number:** J0318-0904

**Position Status:** Full Time

**Union:** Non-Union

**Division:** Cultural Services

**Facility:** Oil Museum of Canada

**City:** Oil Springs, Ontario, Canada

**Number of Positions:** 1

**Hours of Work:** Monday to Friday, 9:00am to 5:00pm, some evening & weekend work required

**Wage Rate:** \$35.09 - \$41.78/Hour

**Date Posted:** March 26, 2018

**Closing Date:** April 22, 2018

**Starting Date:** May 14, 2018

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

## Position Overview

The Curator/Supervisor, Oil Museum of Canada is responsible for the management and operation of the Oil Museum of Canada, a National Historic Site. In this capacity, the incumbent shall ensure that the Museum meets its objectives with respect to community outreach, educational programming, exhibit development, advertising and promotions, event coordination, collections management, research, volunteer coordination, administrative responsibilities and museum standards compliance, and will direct staff and volunteers in the same. The incumbent will work with the Cultural Services Division to facilitate community engagement and participation in the museum and its activities. The Curator/Supervisor, Oil Museum of Canada is responsible for the safe, effective and efficient management of the programs and facilities at the museum. The primary focus will be to provide leadership and support for the management and operation of the Oil Museum of Canada to facilitate community engagement and participation in the museum and its activities, and to make recommendations to senior management and Council regarding its effective management and operation for the overall interest of the residents of the County of Lambton.

## Duties and Responsibilities

Administration of the Oil Museum:

- Responsible for supervising, planning, directing, coordinating and controlling all facets of the development and operation of the Oil Museum of Canada, in compliance with Provincial regulations and professional standards,

- Recommend to the Supervisor/Curator, Museums appropriate Department and/or Corporate policies and procedures;
- Responsible for the development and implementation of regular exhibits for the museum and outreach locations throughout the community based on the integration of artifacts from the Oil Museum of Canada collection. This includes undertaking the necessary planning and research to develop these exhibits, preparing interpretive signage that will provide relevance to the items on display, and assisting in the construction of practical exhibit displays;
- Responsible to oversee the planning and delivery of educational programs and activities that serve to compliment museum exhibits, while accommodating the needs and interests of a variety of student groups and community organizations;
- Responsible to oversee the development of museum promotional materials, as well as marketing and public relations initiatives related to the online presence of the museum through social media channels and the maintenance of the museum website. Responsible for managing the museum volunteer program, including recruitment and retention, and the circulation of regular communications to volunteers.
- Represent the Museum within the community as a liaison with different community groups, key stakeholders and community representatives. Making the Museum accessible and relevant to the residents of the County of Lambton through the development of outreach exhibits and programs, and active involvement in community events;
- Responsible for working on evenings and weekends as required;
- Assist with projects requiring physical effort as required;

#### Human Resources Management:

- Adhere to the tenets of the various bargaining unit contracts
- Keep up-to-date on collective agreements, policies, procedures, etc.
- Assist the Supervisor/Curator, Museums with personnel matters pertaining to the Oil Museum of Canada including recruiting, selecting, hiring, training and evaluating staff and volunteers.
- Conduct and participate in staff meetings as necessary.
- Supervise and provide leadership and motivation to all staff and volunteers as well as establishing effective working relationships with all Department and County staff;
- Provide direction and oversight to staff to ensure the management and development of the Museum's artifact and archival collections according to museum policies and procedures;
- Responsible for ensuring the Corporation's high standard of customer service, excellence, quality and value;
- Responsible for following established policies, procedures and all other guidelines in relation to job performance;

#### Budget and Report Preparation:

- Administer & monitor Oil Museum budget throughout the year

- Recommend to the Supervisor/Curator, Museums annual operating and capital budgets for the Oil Museum of Canada.
- Responsible for ensuring proper compliance with generally accepted accounting practices, policies and procedures of the Corporation.
- Oversee the coordination and delivery of fund raising initiatives in support of museum projects and programs;
- Complete Departmental reports as required such as statistics, donations, performance, incident, vandalism and customer complaint reports;
- Prepare written and oral reports and presentations as necessary;
- Responsible for handling money and coordinating deposits in cooperation with the Financial Administration Services Department in relation to museum fund raising initiatives, donations, admissions, memberships, etc.

**General:**

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbent in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

**Supervision Requirements**

Direct Supervision: Oil Museum Assistants, Seasonal Staff, Students and Volunteers

Indirect Supervision: None

Functional Authority: None

**Qualifications**

**Minimum Formal Education:**

- Minimum 3 year community college course in museum studies or the equivalent of practical experience & active successful participation in a recognized museum certification program

**Minimum Experience:**

- 2-3 years of experience in a related field of employment
- At least one year of supervisory experience
- Exceptional communication and interpersonal skills, and experience with marketing and promotions;
- Strong organizational skills;
- Excellent customer service and public relations skills;
- Working knowledge of computers and related software;

- Knowledge of museum operations and/or relevant experience in the areas of marketing and public relations, event coordination, membership development and community engagement;
- Experience in program development and delivery;
- Experience working with boards and committees;

A valid Ontario driver's license and use of a vehicle.

### **How to Apply**

To view the job posting and to apply online by midnight Sunday, April 22, 2018, please visit [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs) and select **Job# J0318-0904**.

### **[View Disclaimer](#)**

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