

## DIRECTOR/CURATOR JOB DESCRIPTION

Approved by the Board of the Sir William Campbell Foundation:

  
CHAIR

02/29/2024

DATE

**Job title:** Director/Curator, Campbell House Museum

### Qualifications

Education: Post-secondary degree or diploma in Museum Studies or a related field

Experience: Minimum of 5 years of practical experience in museums or equivalent

### Other competencies or skills required

- Knowledge of the various aspects of managing a museum or other cultural institution, such as partnership development, human resource management, financial administration and marketing
- Knowledge of the principles of historic resource management and an understanding of how they would apply to the museum collection and the heritage-designated building
- Knowledge of the principles of interpretation, education and learning in relation to the museum setting
- Effective communication skills
- Entrepreneurial
- Strong personal and/or professional engagement with the arts
- Enthusiasm for teamwork and collaborative projects
- Demonstrated commitment to professional development
- Basic computer skills

**Reports to:** Board of Directors of the Sir William Campbell Foundation (SWCF)

### Number of staff supervised

1 full-time Museum Coordinator ; about 5 part-time Historical Interpreter-Event Facilitators, volunteers for special events

### Responsibility

The Director/Curator is responsible for creating a vibrant public space and welcoming facility for Toronto's cultural communities, the people who live and work in Campbell House's immediate neighbourhood, and the public at large, including rental clients. She/he represents the museum to the public and within the museum and heritage professions, personally and through the management of all facets of museum communications. She/he also liaises on behalf of the museum with Campbell House's various stakeholders – the City of Toronto, Great West Life, and neighbourhood associations such as the Grange Community Association and the Queen Street West BIA. She/he manages the development and operation of the museum, adhering to the Board-approved Mission Statement, policies, and annual budget. She/he directs for the protection and use of the museum collection and of the heritage-

designated building; directs staff in areas of interpretation, program development and delivery, exhibitions, and visitor services; and controls administrative activities.

## **Duties**

### Administration

- Oversee day-to-day operation of the museum by carrying out the policies established in consultation with, and approved by, the Board.
- Monitor the efficiency and effectiveness of the museum's policies, ensuring they are providing the best possible directives for the operation of the site.
- Develop the annual budget in conjunction with the SWCF Chair and Treasurer.
- Direct the allocation of funds and procure goods and services according to the approved budget.
- Ensure the museum's usual annual grant applications are completed and delivered on time, and seek other grant opportunities.
- Work with the Board and community members to develop and implement fundraising activities.
- Maintain effective staff/volunteer selection, training, evaluation, organization, and work conditions.
- Develop criteria and qualifications for museum positions and periodically review to ensure they remain current.
- Maintain and update the museum's maintenance manual and emergency plan.
- Define and enforce public/non-public areas within the building.
- Promote and administer rental bookings to increase rental revenue in support of the SWCF.
- Ensure open and effective internal communications.
- Support the Chairs of the SWCF and the Campbell House Board of Management in conducting Board business by, for example, preparing draft agendas, maintaining a list of Board members, sending meeting invitations, and writing Director/Curator reports, including an annual report.
- Maintain the Governance Handbook and disseminate to all SWCF Board members.
- Liaise with and support consultants retained by the SWCF Board to advise on special projects.
- Maintain a good working relationship with municipal, provincial and federal government departments for cultural heritage and with professional associations, such as the Ontario Museum Association and Canadian Museums Association.

### Collections management

- Ensure adherence to the museum's Collections Management Policy.
- Maintain an appropriate level of security for the heritage-designated building and the collection.
- Be familiar with, and implement as needed, appropriate conservation treatments for items in the collection.
- Maintain a house-cleaning schedule for staff and instruct them in the care and handling of artifacts.
- Monitor the condition of artifacts in the collection in accordance with accepted museum practices.
- Monitor environmental conditions to minimize deterioration of artifacts.
- Maintain the collection database by accessioning and de-accessioning artifacts following the Collections Management Policy.
- Administer agreements for gifts of artifacts and incoming/outgoing loans of artifacts.
- Ensure care of the education collection (non-accessioned artifacts) and of period costumes used for interpretive purpose.

### Interpretation, program development and delivery, exhibitions, and visitor services

- Ensure adherence to the museum's policies for Interpretation and Education, Exhibition, and Research.
- Develop, implement and promote interpretive programs for the public and the educational community, ensuring that visitors receive accurate information suited to their needs and interests.
- Ensure that period displays accurately portray the domestic life of a Chief Justice and his wife in the Town of York in the 1820s/30s.
- Collaborate with the cultural and other communities to produce programs and special events, and exhibitions, inspired by the history and setting of Campbell House and consistent with the Mission Statement.
- Liaise with staff from other sites to co-ordinate programs of common interest.
- Maintain and update the museum's interpretation manual.
- Provide services for individuals conducting research.
- Determine the balance of types of programs and services to be provided, based on justifiable reasons, such as fulfilling the Mission Statement, revenue, visitor numbers.

### Building maintenance and grounds

- Monitor the condition of the building and grounds with regard to the physical and historic integrity of the heritage-designated building and to public safety.
- Liaise with City staff in Museums & Heritage Services, Capital Assets, in the Economic Development and Culture Division, regarding the City's responsibility for capital repairs, as described in the March 18, 2022 Amending Agreement Between the Sir William Campbell Foundation and the Corporation of the City of Toronto; do not undertake capital repairs without the written consent of the City.
- Carry out regular repairs and maintenance, to fulfill the Foundation's responsibility for maintaining the building in a state of good repair, as described in the Amending Agreement.
- Ensure that mechanical systems function.
- Ensure that intrusion and fire-detection systems function, and instruct staff in their operation.
- Be on call or deputize for after-hours emergencies.
- Report all incidents of deterioration, destruction, or vandalism of the building to the SWCF Chair and/or Museums and Heritage Services, Capital Assets, as appropriate, and of the grounds to the City's Parks, Forestry and Recreation Division.
- Liaise with the City's Historic and Preservation Services as required for any proposed changes to the building that may affect the designated heritage attributes.
- Liaise with the City's Parks, Forestry and Recreation Division with respect to care of grounds and winter snow and ice removal, ensuring that museum staff take responsibility for clearing snow and ice from the front porch; notwithstanding the City's responsibility for clearing snow and ice from the walkways, parking lot and parking lot steps, ensure that museum staff do supplementary clearing during museum open hours if necessary to maintain public safety.

### External communications, media relations and marketing

- Oversee all external communications, media relations and marketing for the museum.
- Plan, organize, and administer marketing activities, such as signage, brochures, and advertising.
- Seek out promotional opportunities through partnerships with other organizations.
- Respond to invitations to speak or appear on behalf of the museum.

**Museum environment and physical requirements**

Campbell House is an 1822 heritage-designated, Georgian-style brick house, with 4 floors, no elevator, several exhibit spaces, and wood-burning fireplaces that are occasionally used for museum programs and rental events. The job of Director/Curator requires climbing stairs. The job also requires the ability to use an 8-foot ladder, lift artefacts and other objects, and work in an environment with an operating wood fire.