



## MANAGER OF MUSEUM SERVICES, PERMANENT

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**Closing Date:** November 27, 2020 - 4:30 pm

**Department:** Recreation, Culture & Community Services (Glanmore National Historic Site)

**File Number:** SV20-88

**Hours:** Monday to Friday 8:30 a.m. to 4:30 p.m. (overtime as required)

**Salary:** \$73,098 - \$87,022 per annum (Benefits/Pension/Vacation)

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### PURPOSE AND SCOPE:

Reporting to the Director of Recreation, Culture & Community Services, the position supervises all staff of the Glanmore National Historic Site and is responsible for planning, budgeting, delivery of all programs and services, collections acquisition, care and management, research and community outreach. The position is also responsible for ensuring the accurate restoration and maintenance of Glanmore National Historic Site of Canada.

### EDUCATION/SPECIALIZED TRAINING/SKILLS:

#### Essential (Minimum) Qualifications

- Master of Museum Studies
- Demonstrated knowledge of current museum standards and practices
- Demonstrated knowledge of the Standards and Guidelines for the Conservation of Historic Places in Canada

#### Asset (Preferred) Qualifications

- Demonstrated knowledge of and experience with microcomputers and their applications in museum work
- Knowledge of current museum principles and practices for access and privacy, acquisition, appraisal, description, organization, preservation, and reference and outreach services
- Demonstrated experience in revenue generation strategies within a museum environment
- Strong planning, administrative, project management, and problem solving skills.
- Knowledge of local history and municipal government
- Excellent organizational, communication, and interpersonal skills
- Ability to work both independently and as part of a team

### WORK EXPERIENCE:

#### Essential (Minimum) Qualifications

- Minimum of five (5) years' experience as a museum management professional, specifically relating to the duties in the job description

### Asset (Preferred) Qualifications

- Experience with all aspects of the management and operation of a museum
- Experience in the restoration, care and maintenance of nationally designated historic houses

Job Description Available Upon Request

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### **How to Apply:**

[www.belleville.ca/employment](http://www.belleville.ca/employment)

*Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.*

*The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.*

*Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.*