

Part-time Curator Position

The Frontenac County Schools Museum is currently seeking a part-time Curator, pending funding. The Curator will have the responsibility for planning, organizing and overseeing the activities and personnel of the museum.

Responsibilities include:

- Exhibition development, collections development and maintenance and programming
- Undertaking research relevant to the museum's collection, and responding to public information requests
- Building the museum's public profile within the regional community, specifically with the educational institutions to increase programming
- Seeking out and applying for grants applicable to the museum

The successful candidate will possess:

- Curatorial and collections' research experience, preferably in a museum environment or an equivalent in education and experience
- Completion of a recognized museum studies program
- Familiarity with the Past Perfect cataloguing software
- A demonstrated ability to work effectively with volunteers and to oversee summer staff.

Please submit via email a cover letter, resume and three references with contact information (PDF or Word DOC format only) by 5:00 pm on 28 November 2018 to

Frontenac County Schools Museum

Att: Gord Sly, President

P.O. Box 2146

Kingston, Ontario, K7L 5J9

fcschoolsmuseum@gmail.com

We thank all applicants for their interest and consideration; please note that only those selected for an interview will be contacted.