



Job Description: OMAH History Program Coordinator

Purpose of Position:

Reporting to the Executive Director (ED) and supported by volunteers and interns, the History Program Coordinator is responsible for developing and delivering OMAH's history programming, overseeing the artifact collection and archives and developing historical exhibitions for display in OMAH's galleries. The position works collaboratively with the ED, other staff members, volunteers and committees to support OMAH's Strategic Plan and achieve desired outcomes.

Duties and Responsibilities:

Historical Programming:

- Interprets the social, industrial, and economic history of Orillia and Area through research, development and delivery of programs using a variety of presentation modes; prepares and delivers education programs, prepares materials including set up and clean up; evaluates programs and methodologies.

Historical Exhibitions:

- Proposes and curates exhibitions and displays that support OMAH's annual exhibition plan by utilizing the objects and archival materials from the permanent collection, including supplementary materials as required
- Working with volunteers and other staff, mounts and dismantles exhibitions including preparation of explanatory information and related materials.

Artifacts and Archives Collections:

- Working in conjunction with OMAH's Collections Committee and collection policies, oversees the acquisition of appropriate artifacts and archives; meets with prospective donors; evaluates how donation may fit with collection and OMAH's capacity to house, care for and display the item.
- Working with volunteers, oversees the documentation and care of the collection, ensuring protection and accessibility of artifacts and archives.
- Supports requests for research material housed in the collection.

Events:

- Supports the planning and execution of a variety of OMAH events to showcase OMAH's programs and collections as well as supporting fundraising activities

Communication:

- Prepares and delivers communication materials related to programs, exhibits and events using a variety of methods including print and social media.
- Maintains regular communication with ED, other staff and volunteers to ensure alignment of effort and achievement of common goals.

- Provides information and training to volunteers.

Other:

- Assists with housekeeping as required, assisted by volunteers and other staff
- Responds to inquiries and concerns related to history programming. Notifies management for issues that may require monitoring and follow-up
- Oversees the acquisition, care and custody of program and reproduction materials
- May be required to attend OMAH events outside of normal working hours
- Other duties as assigned

Knowledge Requirements:

- Current museum principles and practices in order to implement effective historical programs and exhibitions and oversee the acquisition, care, use and display of artifacts and archives
 - Planning, development, delivery and evaluation of historical programs including teaching and interpreting for a variety of audiences in a museum setting
 - Current exhibition methodology to mount and interpret appropriate and relevant historical exhibitions
 - Research methodologies to oversee acquisition, documentation and care of collection, support research requests and prepare program and exhibition materials
 - Communication methodologies in order to prepare a variety of materials related to programs and exhibitions

Skills:

- Program delivery techniques and methods, including teaching, preparation of materials and communication to deliver exhibits and programs that appeal to a variety of audiences
- Excellent organizational skills in order to manage multiple projects and tasks
- Advanced oral communication skills to make presentations and speak to a variety of audiences
- Training and mentoring interns and volunteers to ensure a positive experience for them and to achieve work goals
- Data management to oversee the documentation, input and retrieval of information related to the collections
- Advanced communication skills to prepare marketing materials to appeal to a broad audience
- Excellent computer software skills, including Excel, Word, social media, and database software
- Problem solving and conflict resolution skills to contribute to respectful and courteous interpersonal relationships with volunteers and co-workers
- Strong project management and multi-tasking skills to complete tasks on time and on budget
- Ability to work independently and interdependently as part of a team; flexibility to adjust to dynamic work environment and respond to competing demands

- Ability to provide a welcoming learning environment to the public, remain calm and interface effectively with patrons, volunteers and other staff.

Physical Demands:

- Ability to lift materials and tools for use in programs and to manipulate objects for mounting displays and exhibits; required to assist with set up and removal of furniture for use in programs; set up and tear down of displays of artifacts.