



Job Posting

Course Director: Organization & Management of Museums

The Ontario Museum Association is seeking a Course Director for its Certificate in Museum Studies course **Organization & Management of Museums** for delivery in its April 2012 to March 2013 fiscal year. The course is scheduled to be delivered June 20-22, 2012 simultaneously in two locations by video-link, Timmins and Toronto, Ontario. The Course Director may deliver the course from either location.

A Course Director's duties include:

- Planning, organization and delivery of the three-day course
- Recruitment and supervision of instructors/guest speakers
- Marking of student assignments.

OMA Secretariat staff handles administration and site coordination. A modest honourarium and expenses related to travel and accommodation are paid to the Course Director. A smaller amount is allocated for any additional instructors/guest speakers the Course Director may wish to use in delivering the course, in accordance with a predetermined budget.

Qualifications

- Education and experience in course subject matter
- Teaching experience, particularly in adult education, is a benefit
- Experience working in a community museum in Ontario and an understanding of the challenges and issues prevalent in the Ontario museum community
- Strong organizational and communication skills are required.

Course Description: Organization & Management of Museums

Participants acquire an understanding of the objectives of museum and gallery management and how to apply these to the administration of museums and galleries in Canada. Through readings, lectures, case studies, group projects and classroom discussion, course participants will develop skills required for effective museum and gallery management. Core topics: Museum management; Museum organization; Strategic management; Human resources - paid & volunteer; Financial resources; Information management; Current issues & strategies in managing community museums.

Core topics include:

- Museum management – purpose and approaches

- Museum organization – purpose and importance of governing policies and organizational structures; functions, roles and responsibilities of key players (board, director/manager, staff)
- Public Trust – definition, relationship to board functions, policy development & risk management
- Strategic Management – steps in developing a planning process; responding to change
- Human Resources – Paid – legal responsibilities of the employer in the workplace; planning for, issues and strategies in recruitment and management of human resources
- Human Resources – Unpaid/Volunteer – role in organization; issues in volunteer management; key elements in planning and implementing a volunteer program
- Financial Resources – sources of income and types of expenditures; budget planning; obligations in managing a museum's financial resources; current issues and approaches for revenue generation
- Decision-Making – processes/barriers
- Information management – types of information needed for museum management; developing management systems
- Current issues and strategies in managing community museums.

Details concerning course curricula and/or student and Course Director expectations may be obtained from the OMA Professional Development Program Manager Mary Collier at 416-348-8672 or pd@museumsontario.com.

We invite expressions of interest from qualified persons by January 30, 2012. Please include Curriculum Vitae and a cover letter directed to:

Mary Collier
Professional Development Program Manager
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