



Garden of the Gulf Museum

*P.O. Box 1237
Montague, PE COA 1R0
(902) 838-2467*

Job Description: Museum Development Coordinator

Role: The Development Coordinator carries out program activities approved by the Board under the direction of the Operations Manager. The Development Coordinator is supported by and provides supervision for museum guides and volunteers.

Reporting Structure: The Development Coordinator reports to the Operations Manager

General Summary of Duties:

- Creates, implements special events, interpretation, education and partnerships to fulfil museum mandate
- Develops curriculum related school programs; develops and oversees education collection and “kits”.
- Develop relationships with local businesses and other cultural sites to foster joint promotions and programs
- Carries out research, collection development, documentation and interpretation according to professional standards
- Develops exhibitions to meet the needs of the community and current and new audiences. Acts as project leader for new exhibitions.
- Monitors accuracy of artifact information using credible sources
- Supports Operations Manager in environmental scanning and funding applications; maintains relations with donors and funding bodies
- Establishes community links and partnerships
- Ensures safety and security of visitors, staff, volunteers, collections and property.
- Identifies and recommends material for inclusion in the collection according to acquisitions policy.
- Conducts research for publication and or distribution via various media (including web site).
- Makes recommendations for items for the gift shop.
- Carries out tasks related to opening, closing, cleaning of museum daily and seasonally.
- Contributes to program evaluation; conducts evaluation of museum guides.
- Other duties as assigned from time to time by the Operations Manager

Send resume to: ggmuseum@eastlink.ca