



TERMS OF REFERENCE – MUSEUM CURATOR

References: Nil

GENERAL

1. These terms of reference refer to the duties of the Princess of Wales' Own Regiment Museum Curator. While the museum may have more than one person acting as a curator and fulfilling some of these duties, only one curator will be the lead curator and be responsible for all elements of the terms of reference. The lead curator will exercise authority over any other curators.

RESPONSIBILITIES

2. The curator will complete the annual report to the DND Museum organisation.
3. The curator reports quarterly to the Senate, or the Senate Museum Committee for acquisition and disposal of artifacts
4. The curator holds responsibility for the acquisition and care of objects. The curator will make decisions regarding what objects to take, oversee their potential and documentation. He will conduct research based on the collection and history and provide proper packaging of art for transportation. He will share that research with the public as decided by the Senate Museum Committee.
5. The curator is responsible for the safety, security and preservation of the museum's collections, providing environmentally appropriate storage facilities and ensuring the physical security and preservation of the collections. These facilities must meet professional museum standards for the fulfilment of such basic functions as acquisition, preservation, research, exhibition and education. The work environment shall comply with all relevant CF regulations and labour codes for staff, volunteer, and public safety.
6. In order to ensure that the museum has the financial resources necessary to meet the long and short-term goals approved by the Senate Museum Committee and demonstrate financial accountability, the curator must:
 - a. Be prepared to assist the Senate Museum Committee with budgeting, financial reporting, contracts, fundraising, and sponsorship policies.
 - b. Participate as appropriate in fundraising activities for the museum from both public and private sources, and
 - c. Provide leadership to museum development staff and volunteers in raising these funds.
7. The curator's primary function is as a subject specialist, with the expectation that he will be responsible for the collection. This will include the accessing of artifacts, inventorying, and display. The curator will ensure that records are updated as required, displays are rotated on a continuing



basis, that any hazards to the collection are identified and eliminated immediately, and that the Board of Directors of the Senate Museum Committee is kept informed of all matters of significance pertaining to the Museum.

8. The curator will be responsible for training of any summer students, as well as mentoring volunteers.
9. The curator will supervise the archivist.

CHARACTERISITICS AND SKILLS

10. Proven ability to analyze, understand and interpret the Unit's "stories", financial data, historical records and other information, and to translate the information and data into understandable, written reports and other skillfully written information for the Senate. Demonstrated excellent organizational, managerial and leadership skills with ability to lead by example and encourage collaborative efforts.
11. Extensive knowledge of the Regiment and its personnel is of great value.
12. Access to transportation will be needed for meetings at times.

EDUCATION

13. While higher academic education is often a benefit as a museum curator, an equal measure of importance will be placed upon a personal study of the Regimental military history. Curators must a minimum be familiar with the academic field, as they could be called upon at public speaking engagements and will be representing the Regiment in professional fields of study. It is important that curators have knowledge of the current collecting market for their area of expertise, and are aware of current ethical practices and CF regulations and laws that may impact will impact the collecting practices for the Princess of Wales' Own Regiment Military Museum.

EXPERIENCE

15. An obvious preference will be afforded to persons who have a personal linkage to the Regiment, its antecedents or the military history of Kingston's citizen soldiers.

CONFLICT OF INTEREST

16. Objectivity is essential for guiding the museum. Real and apparent conflicts of interest must be scrupulously avoided. This means for example that:
 - a. Private collecting practices should be declared, and any advice sought from the Senate Museum Committee on any collection-related decisions that might be perceived to have an element of conflict of interest; and,



- b. Private business interests should be declared and the curator should withdraw from any decisions on purchase of goods or services that might benefit the curator directly or indirectly.



The Princess of Wales' Own Regiment