



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00512	Pay Grade:	7
JD Title:	Education Coordinator	JD FTE Hours:	35
Job Family:	Museum		

General Description

Responsible for learning and disseminating information to patrons about McMaster University's art collection and temporary exhibitions displayed in the McMaster Museum of Art.

Representative Duties & Responsibilities

- Develop and implement exhibition presentations based on Ontario Elementary and Secondary School Curriculum.
- Develop lesson plans for elementary, secondary, and postsecondary classes based on exhibitions and specific artworks.
- Develop and implement exhibition information for adult and children English as a Second Language (ESL) classes and for visitors with special needs.
- Assist with curriculum and lesson planning for visual literacy courses.
- Provide access to artwork in secured areas.
- Provide content for web platforms and social media.
- Develop presentations and present at workshops, conferences, and seminars.
- Organize and provide guided tours for special events on campus and in the community.
- Gather and compile information to create educational workshop and tour materials for the museum.
- Safeguard works of exhibit in the museum.
- Ensure visitors do not touch, photograph, damage, or remove works of art.

Supervision

- Ensures adherence to quality standards and procedures for short-term staff and volunteers.
- Occasionally provides orientation and shows procedures to others.

Qualifications

- Bachelor's degree in Art History or related field of study.
- Requires 2 years of relevant experience.

Effort

Physical Effort:

- A typical work day occasionally requires low physical effort for activities such as:
 - Intermittent periods of keyboarding to conduct searches and word process documents.
- A typical work day consists of greater than 3.5 hours of moderate physical effort for activities such as:
 - Standing to conduct guided museum tours.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and word processing routine documents.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Developing and implementing exhibition presentations based on Ontario Elementary and Secondary School Curriculum.
 - Developing lesson plans for elementary, secondary, and postsecondary classes based on exhibitions and specific artworks.
 - Developing and implementing exhibition information for adult and children English as a Second Language (ESL) classes and for visitors with special needs.
 - Assisting with curriculum and lesson planning for visual literacy courses.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- Frequently required to work in areas with poor lighting while conducting tours.

Psychological Environment:

- Occasionally required to work in difficult situations when visitors are being obnoxious or antagonizing.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

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JD #:	JD00512	Pay Grade:	7
JD Title:	Education Coordinator	Total Points:	461
Job Family:	Museum		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	2.5	31
	5. Education and Experience	E2	96
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	3.0	18
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	2.5	37
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	2.5	53
Working Conditions	12. Physical Environment	2.0	10
	13. Psychological Environment	1.0	3
	14. Health and Safety	1.0	5