

- Duties of the Assistant Curator and Miss Craig -

A full definition of the duties of these two ladies should be worked out by the responsible Executive Committee and adapted to suit the circumstances. But generally speaking, the Assistant Curator should be responsible, as now, for the maintenance of the Museum's contents, for the general management of the office, supervision of the files, and reference to the Executive Committee of all Museum business necessary. It should be made clear to her that she should deal directly and only with the body responsible for the Museum and act on its instructions. A monthly report should be submitted to the Executive Committee embodying a review of the previous month's activities and any general suggestions regarding policy which she deems suitable to make.

Miss Craig is a trained student of history and her training should as far as possible be placed at the disposal of the Museum in this capacity. In addition to assisting Mrs. Warren with office work, writing letters, etc., her duties should be principally that of collecting, transcribing and arranging material for historical study, making recommendations to the Executive Committee touching the completion of the various groups of historical papers and objects, and assisting as far as possible to carry out the policy of the Museum. She should have the small room on the ground floor as her office, where she might be free from the distractions of callers and the telephone.

In general, the Assistant Curator should represent the Museum to the public who visit it and take an interest in it: Miss Craig should occupy herself with students of Canadian history and those who wish for historical information and data procurable at the Museum. At present it is not possible to separate and define the duties of the two distinctly. It is possible, however, to lay down broad distinctions and to develop the administration of the Museum steadily along these lines.