



EMPLOYMENT OPPORTUNITY

Uxbridge Historical Centre – Community Engagement and Programming Associate, contract

The Uxbridge Historical Centre is seeking to hire a Community Engagement & Programming Associate to support the promotion and delivery of in-person and virtual public programs and activities, as well as participate in marketing, engagement, and social media campaigns. This position offers valuable, real-world experience developing and delivering programming for diverse audiences while promoting the unique identity and relevance of a local heritage resource. As a key member of the Museum staff, the Community Engagement & Programming Associate will actively participate in all aspects of visitor services and volunteer engagement.

Responsibilities

- Develop and deliver high-quality public programs, activities, and events to general public and children, including but not limited to; public schools, private schools, Girl Guide groups, Boy Scout groups, and seniors groups
- Promote and market programs, events, and exhibitions using social media and other video editing tools
- Create regular campaigns promoting the museum's collection on social media and blog to expand the reach of the Museum
- Engage Museum visitors by providing informative, accessible, relevant interpretation of current exhibitions and tour offerings
- Participate in the planning and implementation of new public programs, tours and all aspects of visitor services
- Review and understand Museum standards, Health and Safety, and other appropriate policies and procedures

Qualifications

- Post-secondary student pursuing a degree or diploma in education, museum studies, fine art, tourism, communications, marketing, or related discipline
- Ability to acquire a Vulnerable Sector Screening
- Experience developing and facilitating lessons or programs to children and youth
- Exceptional people-skills; comfortable presenting information to individuals and groups
- Detail-oriented with strong organizational and time management skills
- Superior written and oral communication skills
- Strong customer service skills and cash-handling experience
- Previous experience in a museum setting an asset
- Demonstrated success with the following social media and programs an asset; Instagram Reels, TikTok, MailChimp, Canva
- Experience working with volunteers is an asset
- Bilingualism an asset, but not required

This is a 16 week, full-time, contract position starting in May, pending funding approval. The rate of pay is \$15.75 per hour; based on 35 hours per week. Candidates must meet all requirements of Young Canada Works summer job program (www.young-canada-works.canada.ca).



If you are interested in joining our team, please forward your resume and cover letter describing your experience and qualifications to museum@uxbridge.ca by **Friday, April 14, 2023 at 4:00 p.m.** Please identify 'Community Engagement & Programming Associate Application' in the subject heading.

We thank all those who apply, however only those candidates selected for an interview will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.