**EMPLOYMENT OPPORTUNITY**

**Community Services   
– Programming & Collections Assistant, Contract, f-t**

**Description:**

The Township of Uxbridge is seeking to fill the position of Programming and Collections Assistant, Uxbridge Historical Centre (UHC). The Uxbridge Historical Centre is a community museum and archives located in the Trail Capital of Canada. Located on a 5-acre site that overlooks the beautiful Uxbridge Valley and Oak Ridges Moraine, the UHC consists of 10 buildings and a collection of more than 10,000 artifacts and 6,000 archives. The UHC connects today's audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation and display of artifacts, documents and photographs, and related programming, events, and workshops.

Working under the Curator and Manager, the Programming and Collections Assistant assists with all aspects of community museum operations, with a primary focus on planning, designing, and implementing public programs, camps, tours, and events, as well as overseeing artist workshops and facility rentals. The Programming and Collections Assistant is a professional, organized, and engaging individual who is passionate about facilitating meaningful learning experiences and connecting with museum visitors. This is a contract position, operating from mid-April to mid-November, with the opportunity for extension and/or contract renewal.

**Responsibilities:**

* Plan, design, implement, and oversee all public programs, educational programs, events, workshops, and camps.
* Manage all program bookings and facility rentals.
* Assist in managing social media and website operations in accordance with UHC & AODA standards.
* Write and conduct tours of the Uxbridge Historical Centre.
* Train and supervise interpretive student team and event volunteers.
* Assist in all day-to-day museum operations.
* Review and follow all museum policies and procedures, Health and Safety, and other appropriate policies and procedures.
* Assist with collections management.
* Other tasks, as assigned.

**Qualifications:**

* Post-secondary degree or diploma in Museum Studies, Education, Public History, or related discipline.
* 1+ year(s) experience in a supervisory role in a gallery, library, archive, or museum.
* Knowledge of 19th century Canadian history and lifestyles, including a practical knowledge and ability to communicate heritage handicrafts, trades, and interpretive skills.
* Knowledge and understanding of Ministry Standards for Community Museums in Ontario and ability to meet or exceed those standards related to goals and expectations for this position.
* Excellent communication (oral and written), interpersonal, and customer service skills.
* Experience researching and/or developing lesson plans.
* Experience in marketing and promotion; proficiency in the use of various communication and social media tools including but not limited to; Facebook, Instagram, TikTok, Twitter, Wix, Mailchimp and Canva.
* Experience organizing fundraising and other special events.
* Experience using program registration software (ActiveNet) an asset.
* Ability to work flexible hours, including evenings and weekends, as required.
* First Aid certification.
* Ability to acquire Vulnerable Sector Screening.
* Bilingualism an asset.

Terms: This is a 7.5 months, full time, contract position starting April until November. The rate of pay is $21.74 per hour; based on 35 hours per week.

Interested applicants are invited to submit a covering letter and resume in one PDF to Katlyn Jones, Curator & Manager, Uxbridge Historical Centre at [kjones@uxbridge.ca](mailto:kjones@uxbridge.ca) with the subject line “Programming & Collections Assistant Application.” Applications will be accepted up to **Friday, March 24th, 2023 at 4:00 p.m.**

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.*