



Uxbridge Historical Centre
7239 Concession Road 6, P.O. Box 1301
Uxbridge, ON, L4A 1G9
(905)-852-5854 | museum@uxbridge.ca
uxbridgehistoricalcentre.com

Programming & Community Engagement Associate (2022)

Department: Township of Uxbridge, Community Services, Uxbridge Historical Centre

Duration: 10-13 weeks, May to September (35 hrs /week)

Type of Employment: Contract, full-time

Rate of Pay: \$15.35 (Hourly)

Description:

The Uxbridge Historical Centre is seeking to hire a post-secondary student for the position of Programming and Community Engagement Associate, Uxbridge Historical Centre. 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 that illustrate the history of the Uxbridge area and the former Townships of Uxbridge and Scott.

The Programming and Community Engagement Associate will support the promotion and delivery of in-person and virtual public programs and activities, as well as participate in marketing, visitor 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 Programming and Community 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 collections management policies and procedures, Health and Safety, and other appropriate policies and procedures



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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

How To Apply:

Please apply with a resume and cover letter in one PDF document to Jessica Lanziner, Curator & Manager, Uxbridge Historical Centre at jlanziner@uxbridge.ca with the subject line "Programming & Community Engagement Associate Application." Applications will be accepted up to Wednesday May 18 at 4pm.

This position is subject to eligibility requirements of the Young Canada Works in Heritage Organizations (YCWHO) program. View eligibility requirements [here](#).

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.

The Township of Uxbridge is 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.