



JOB POSTING
Recreation and Community Services Department
Curator Assistant/Museum Program Coordinator
Competition # 2023-02

Under the direction of the Curator/Museum Supervisor, the Curator Assistant/Museum Program Coordinator assists with the daily operations of programs at the Penetanguishene Centennial Museum & Archives and with the operation of tourism services for the Town including tourist information services from September to May.

Duties include but are not limited to:

1. Develop and implement Museum educational programs. Create, market, and facilitate community-based programming.
2. In collaboration with the Curator/Museum Supervisor, develop, organize, and deliver special events, exhibits and other activities such as fundraising and community outreach.
3. Provide excellent customer service including reception by telephone and in person, gift shop duties and historical interpretation for visitors touring the facilities.
4. Conduct public inquiries on collection holdings and process incoming donations. May assist with accessioning and de-accessioning artifacts/archival materials.
5. Responsible for data entry cataloguing, data research, identification, digitization and organization of artifacts and archival materials.
6. Process inquiries and registrations for Museum memberships and renewals, programs, and events, including payment.
7. Assist in maintaining the website and recreation booking software including information on Museum programs, events, and services as well as the archival database for public access. Also assists with updating all social media outlets.
8. Provide administrative support to the Curator/Museum Supervisor, including typing and photocopying documents as required. Create files and maintain records in compliance with the Town's records management policies.
9. Set up and maintain facilities and exhibits as required.
10. Create editorial and historical content for social media and the newsletter.
11. In collaboration with the Curator/Museum Supervisor, maintain and expand museum volunteer base.
12. Assist as needed with the provision of training, and guidance to museum attendant and volunteers.
13. Purchases equipment and supplies as required and approved by Curator/Museum Supervisor.
14. To assume the role of site manager in the absence of the Curator/Museum Supervisor.
15. Ability to build partnerships with local organizations and businesses for program enhancement.
16. Other duties that may be assigned by the Curator/Museum Supervisor from time to time.

Required Qualifications:

- 3-year post-secondary education in Museum Studies, History or a related field of study, or equivalent education and experience.
- 1-2 years of practical experience working in a museum or similar heritage institution with people of all ages.
- Knowledge of general museum practices.
- Demonstrated success in the development and implementation of museum related public programming.
- Demonstrated success implementing projects and organizing events.
- Proven customer service, public relations, and marketing skills.
- Proficiency in Microsoft Office Suite and ability to utilize collections management and room booking software.
- Bilingualism (English & French) would be considered an asset.
- Good organizational skills.
- Good interpersonal skills and enjoys working with the public.
- Excellent written and oral communication skills.
- Basic math and bookkeeping skills.
- Ability to prioritize.
- Excellent presentation skills.
- Experience in tourism and general understanding of tourism trends considered an asset.

Compensation:

The current rate of pay for this position is \$25.74 to \$30.11 per hour, based on a 35-hour workweek. The Town offers a competitive benefits and pension package.

This is a full-time unionized position covered under CUPE, Local 2308.08

Interested individuals are asked to forward their application to the Human Resources Department by email hr@penetanguishene.ca, no later than **4:30pm on Friday February 3, 2023**.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection. The Town will accommodate materials or processes required based on the individual's needs upon request in accordance with the Integrated Accessibility Regulation.