

Community Outreach and Programming Associate

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to hire a Community Outreach and Programming Associate to support the development, promotion and delivery of public programs, special events and community partnerships. The student will participate in marketing, outreach and social media activities that expand the Museum's profile in the community and engage local audiences.

The student will gain valuable experience in developing and maintaining community partnerships while promoting the unique identity and relevance of a local heritage resource. As a key member of the Museum staff, the Community Outreach and Programming Associate will actively participate in all aspects of visitor services and volunteer engagement.

Community Outreach and Programming Associate Responsibilities:

- Deliver high-quality programs and activities related to the unique history of the community that engage local audiences
- Promote Museum activities and market special events, programs and exhibitions using social media and other tools
- Create weekly posts promoting the Museum's collection on social media sites to expand the reach of the Museum
- Work with local community organizations and other partners to generate interest in the heritage attributes of the local community and maximize visitors
- Engage Museum visitors by providing informative, accessible, relevant interpretation of current exhibitions
- Participate in the planning and implementation of 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 museum studies, marketing or related discipline
- 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; ability to work well independently or part of a team
- Excellent computer skills (Microsoft Office, data entry, research)
- Flexibility and willingness to adapt to changing priorities
- An interest in community history
- Experience working with volunteers is an asset

Hiring is subject to funding availability.

Terms: This is a 16 week, 35 hours per week, contract position starting in May. The rate of pay is \$14.00 per hour. Candidates must meet all requirements of Young Canada Works summer job program (www.youngcanadaworks.ca)

Location: Uxbridge Historical Centre, 7239 Concession 6, Uxbridge Ontario

To Apply: Interested applicants should submit their resume and covering letter to:

Pat Neal
Manager/Curator
Uxbridge Historical Centre
Box 1301
Uxbridge ON L9P 1N5
pneal@town.uxbridge.on.ca

Application deadline: April 13, 2018

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

We thank all applicants, but only those selected for an interview will be contacted.