



EMPLOYMENT OPPORTUNITY

Community Services, Uxbridge Historical Centre – Museum Assistant, contract.

The Uxbridge Historical Centre is seeking to hire a post-secondary student for the position of Museum Assistant. The Uxbridge Historical Centre (UHC) 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.

This position will 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 Museum Assistant will actively participate in all aspects of visitor services and volunteer engagement.

Duties and Responsibilities

- Aid in the development and delivery high-quality public programs, activities, and events to the general public and children, including but not limited to; summer camps, public schools, private schools, Girl Guide groups, Boy Scout groups, and seniors' groups
- Aid in the research and development of exhibitions, including the Scott Town hall exhibition
- Assist with research requests
- Assist the Collections Assistant and other museum staff with the organization, cataloging, and storing of museum artifacts
- 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 and Competencies

- 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, MailChimp, Canva
- Experience working with volunteers is an asset
- Bilingualism an asset, but not required

The Township of Uxbridge is prepared to offer the ideal candidate a competitive hourly wage of \$17.50

If you are interested in joining our team, please forward your resume to Katlyn Jones, Uxbridge Historical Centre, 7239 Concession Rd 6, PO Box 1301, L9P 1N5, or email kjones@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **Friday February 7th, 2025**.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.