



EMPLOYMENT OPPORTUNITY

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

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to fill positions for **2** Museum Educators. 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.

The Museum Educator(s) will focus on key areas of museum work including visitor services, summer camps, public programming and outreach, and special events. The Museum Educators will have the opportunity to expand their knowledge of local history, strengthen their communication and customer service skills by presenting information in a way that both interests and informs people of various ages and backgrounds, and understand first-hand the daily operations of a community museum. They will provide tours of the museum and its current exhibitions, assist with annual community events such as Family Kite Day and Herb Harvest, and assist in delivering children's programs, camps, and activities that engage participants and nurture an interest in local history.

Duties and Responsibilities

- Engage Museum visitors by providing informative, accessible, relevant interpretation of current exhibitions and tours
- Assist with planning and running 5 weeks of children's summer camps and additional programs for youth
- Provide exceptional customer service; treat all visitors with courtesy and respect; track daily statistics; promote Museum exhibitions and events, and promote tourism events in Uxbridge
- Assist with planning and implementation of fundraising and special events and other development initiatives
- Participate in staff meetings, operational planning and support overall museum life
- Assist in museum gift shop, providing product knowledge and merchandising ideas
- Participate in all health & safety initiatives and training opportunities
- Aid in research requests as required



Qualifications and Competencies

- Current secondary or post-secondary student with interest in history, art, museums, education, tourism, or related fields
- Exceptional people-skills; comfortable presenting information to individuals and groups
- Strong oral communication skills
- Strong customer service skills: ability to work well independently or part of a team
- Good computer skills (Microsoft Office, data entry, research)
- Ability to work flexible hours, including evenings and weekends (as required)
- Ability to acquire a Vulnerable Sector Screening
- Experience working with children and volunteers an asset
- Knowledge of early Ontario history and Uxbridge Township history 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 April 4th, 2024**. This contract is contingent upon grant funding and is approximately 8-10 weeks.

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.