



EMPLOYMENT OPPORTUNITY

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

The Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives) is seeking to fill the position of Museum Technician. 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 Technician will perform a variety of functions and gain skills related standard museum practices and techniques for the areas of artifact handling, exhibition preparation and installation, and maintenance of interpretive spaces in UHC buildings and across the UHC grounds. This person will play a key role in the museum team and will work with both curatorial and collections staff members. The Museum Technician will regularly monitor, update, and maintain both indoor and outdoor public interpretive spaces (exhibitions, permanent displays, gardens, gift shop) and develop numerous skills related to community museum operations.

Duties and Responsibilities

- Assist with the installation, deinstallation, and reinterpretation of exhibitions, including but not limited to; artifact handling, making artifact mounts, assembling display cases, installing exhibitions, and painting exhibition spaces
- Maintain exhibition spaces including sweeping, mopping, washing, vacuuming, and replenishing supplies, dispose of waste
- Lead and assist Garden Volunteer team with maintenance of grounds, gardens, and exterior displays
- Visually inspect all buildings within the museum site, note deficiencies and prepare weekly reports
- Maintain grounds, clean and clear outside approaches to building; remove and bag dead leaves, branches, shrubs and debris
- Perform daily inspections of artifacts on exhibition
- Work collaboratively with summer students to reorient and reinterpret artifacts located outside on the property as well as in the Scott Hall and the Nesbitt Shed



Qualifications and Competencies

- Current secondary or post-secondary student with interest in museums, fine art, heritage conservation, or exhibition installation
- Possessing skills related to museum maintenance such as painting, building technology, DIY skills, general carpentry, etc.
- Strong oral communication skills
- Ability to work well independently or as part of a team
- Flexibility and willingness to adapt to changing priorities
- Experience working with volunteers is an asset
- Knowledge of early Ontario history and Uxbridge Township history is considered an asset.
- Ability to work flexible hours, including evenings and weekends (as 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.