



Manager of Human Resources
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CORPORATION OF THE TOWN OF TILLSONBURG

INTERNAL/EXTERNAL

JOB POSTING

POSITION: Culture & Heritage Program Coordinator

DEPARTMENT: Culture & Heritage

LOCATION: Annandale National Historic Site

STATUS: Full Time (40 hours/week)

REPORTS TO: Culture & Heritage Manager/Curator

GRADE: 6 (\$21.57- \$26.13 per hour)

POSTING #: HR 37.19

POSTING PERIOD: August 13 to September 11, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

To coordinate, in collaboration with the Culture & Heritage Manager/Curator, the development, implementation and sustainability of programs and events at Annandale National Historic Site and to assist with Town-wide cultural and heritage initiatives and events. Areas of engagement include but are not limited to public programming, community celebrations, grant writing, advisory committee support, research and volunteer coordination and support. To assist with the daily operations of and programs at Annandale National Historic Site and in the operation of tourism services for the Town including tourist information services and tourism marketing and promotional initiatives.

QUALIFICATIONS:

- College Diploma or equivalent in Museum studies with up to three years of related experience in the museum field.
- Demonstrated success in the development and implementation of museum related public programming
- Knowledge of general museum practices
- Demonstrated success implementing projects and organizing events
- Proven customer service, public relations and marketing skills.
- Experience with grant writing, reporting and minute taking.
- Experience working with volunteer organizations in a leadership role.
- Current Ontario Drivers' License
- Excellent oral and written communication skills.
- Excellent computer skills and high comfort level with office, internet, social media and graphics software. Experience with Legend and Pastperfect considered an asset.
- Excellent organizational skills.
- Ability to multi task.
- Experience in tourism and general understanding of tourism trends considered an asset.

POSITION RESPONSIBILITIES:

- In collaboration with the C&H Manager/Curator, develop, implement and execute a variety of public programs at Annandale National Historic site in keeping with the museum's mandate and policies.
- To provide visitor services including but not limited to, admission reception, guided tours and responding to public inquiries.
- To assist the daily operation of the museum in order that the facility is maintained to standards expected by the Museum Advisory Committee, the Town Council, and the various Provincial Ministries regulating museum standards, health and safety, fire code, accessibility act etc.
- To implement cash management, transactional and daily/weekly deposit procedures as directed by the C&H Manager/Curator and the Town's Finance staff.

- To assist, as required, the Collection & Exhibition Specialist with the installation of museum exhibits & displays.
- In collaboration with the C&H Manager/Curator and the Collections & Exhibition Specialist maintain and expand museum volunteer base
- To assume the role of site manager in the absence of the C & H Manager/Curator
- In collaboration with the C&H Manager/Curator and other community partners, develop, implement and execute a variety of public cultural experiences including community celebrations, special events, performances, etc.
- In collaboration with the C&H Manager/Curator, actively seek grants to support culture and heritage initiatives and infrastructure.
- In conjunction with the C&H Manager/Curator, represent the C&H team, the Recreation, Culture & Parks Department and/or the Town on various Town and community projects and committees.
- Assist with the production and implementation of marketing, promotions and public relations for the C&H team.
- Assist as needed with the provision of training, and guidance to part-time staff and volunteers.
- Provide input to the C&H Manager/Curator in regards to the development of the C&H budget for operational purposes particularly in the area of programming and events.
- Purchases equipment and supplies as required and approved by the C&H Manager/Curator in accordance of the approved budget.
- Evening and weekend work required.
- Adheres to all policies and procedures for the Town.
- Aware of safe work practices relating to job responsibilities and have basic understanding of the Occupational Health & Safety Act as it relates to the work environment.
- Performs other duties as assigned.