



## **MUNICIPALITY OF NORTHERN BRUCE PENINSULA JOB DESCRIPTION**

**POSITION:** Museum and Recreation Programmer (One Year Contract)  
**LOCATION:** St. Edmunds Museum, 7072 Highway #6, Tobermory and throughout MNBP  
**DEPARTMENTS:** Parks and Facilities  
**REPORTS TO:** Parks and Facilities Manager/Museum Committee  
**SUMMARY:** Fulfills the duties as described below  
**PURPOSE:** To assist the Museum Committee with daily operation and programming of the St. Edmunds Museum for the visiting public and assisting the Manager of Parks and Facilities with development and implementation of community-based recreation programs throughout the municipality.

**RATE:** \$25.85per hour

### **DUTIES:**

- Assist the Municipality/Museum Committee with the general operations of the museum and related programming including daily opening/closing during schedule operating hours.
- Assist the Municipality/Manager of Parks and Facilities with development, implementation and facilitation of community recreation related programs directly or through contractors.
- Responsible for the planning, development and execution of a variety of museum and recreation programs.
- Increase public awareness of local Heritage assets and recreation opportunities in the community.
- Coordinate scheduling and orientation of volunteer and summer student support.
- Receive artifacts or items of interest donated by patrons, catalogue and process materials using museum database (Past Perfect).
- Ensure that the exhibits are displayed in the manner so accustomed, and that the displays be maintained, cleaned regularly, refreshed and rotated per annual work plan.

- Welcome visitors, providing information and tours of the Museum, contents and the history of the area.
- Provide excellent customer service to the public in an informative, friendly manner.
- Ensure the surrounding lands, parking area and gardens are clear of debris, and are positive reflections of the Municipality and its operations.
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#### OTHER:

- Attends and participates in staff meetings as required.
- Complies with all policies and procedures of the Municipality.
- Adheres to the regulations of the Occupational Health & Safety Act of Ontario.
- Performs any other tasks as assigned from time to time.
- Post-Secondary education in Museum and/or Recreation Studies or a related discipline.
- 2 – 3 years progressive experience in a relevant setting.
- Superior customer service and dynamic facilitation skills. Ability to work collaboratively with students and volunteers and internal and external contacts.
- Demonstrated supervisory, performance management, leadership and team building skills.
- Experience in dealing with public, good communication skills.
- Experience with program development, making presentations, working with diverse community groups including seniors, youth and special needs individuals.
- Strong knowledge of area and its history is an asset.
- Ability to interact with the public and impart knowledge of artifacts.
- Ability to care for and preserve a collection.
- Computer proficiency in MS Office (Word, Excel, Outlook, Power Point, Teams)
- Experience working with a museum collection and cataloguing items an asset.
- Class “G” driver’s license in good standing with access to a reliable vehicle.
- Current standard level First Aid, CPR
- High Five Certification would be considered an asset.
- Current vulnerable person’s police reference check will be required upon hire.

#### HOURS OF WORK:

- 37.5 hours per week, variable shifts including weekends.

The Municipality of Northern Bruce Peninsula is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise the Accessibility Coordinator if any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.