



Interpretation and Public Program Coordinator

Salary Range: \$51,197 to \$61,134 based on a 35 hour work week
Plus a comprehensive benefit package and OMERS pension plan

The Brockville Museum seeks a passionate, mission-driven, museum professional with a talent for sharing stories with audiences of all ages to join the small community museum team. The Interpretation & Public Program Coordinator develops, delivers, and evaluates a varied schedule of programs and outreach activities, in-person and online, to provide inspiring, inclusive, and collaborative experiences that meet the needs of the community and contribute to enhancing well-being.

The ideal candidate believes that people and stories are at the heart of museum experiences and has a demonstrated understanding of how to connect these stories with audiences of all ages and backgrounds. The ideal candidate enjoys the challenge of creating new and innovative programs that respond to needs, interests, and emerging trends, and is comfortable in front of people, a camera, or a screen. A team player, the ideal candidate is a motivated self-starter who can work independently, appropriately balancing timelines, objectives, and priorities. Strong critical thinking, research, problem solving, and communication skills are essential.

Essential (Minimum) Qualifications:

- A post-secondary degree in history, social sciences, museum studies, education, or related discipline.
- A minimum of 2 years of interpretive or educational experience in a museum environment.
- Sound knowledge of interpretive programming techniques.
- Have demonstrated knowledge of proper museological techniques for handling artifacts.
- Experience working with the Ontario curriculum.
- Experience working with Ontario museum standards, specifically as they pertain to Interpretation and Education.
- Be willing to work flexible hours, including evenings and weekends and able to cope with a changing working environment and conditions.
- Be able to perform physical work.
- Work with limited financial resources.
- Build successful partnerships with community organizations and businesses.
- Proficient in Microsoft Word, Excel, and Outlook.
- A valid "G" class driver's license and access to a vehicle to carry-out off-site programming.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Interpretation and Public Program Coordinator" to the following on/before Friday June 3, 2022, at 4:00 p.m.:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.