

The City of Pickering is committed to creating an equitable, diverse, and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Heritage Programmer (Part-Time @ \$28.68/hr – \$31.87/hr)

The incumbent is responsible for researching, developing, implementing and evaluating public programs, and events in support of the Pickering Museum Village mission, vision, and strategic goals; and contributes to a vibrant museum environment.

Successful applicants will possess the following:

- Post-secondary College diploma in history, museum/cultural studies/management, education, or related disciplines.
- One year working experience planning and implementing events, programs and outreach in the museum sector, with at least 6 months in a leadership position.
- Proficient in the use of ActiveNet registration software.
- Knowledge of Canadian history. Knowledge of underrepresented history including Indigenous, and black history is an asset.
- Knowledge and understanding of Ministry Standards for Community Museums in Ontario and ability to meet or exceed those standards related to goals and expectations for this job.
- Knowledge and understanding of the Canadian Museum Association's Museum Ethics Guidelines.
- Ability to deal courteously and professionally with other staff, volunteers, and the public.
- Proven ability in museum/living history program and event planning and delivery, revenue management, group facilitation and community development.
- Well-developed interpersonal, organizational, leadership, communication (oral and written) and customer service skills.
- Proven ability to work independently on assigned duties under minimum supervision.
- Must be willing to work irregular hours, including weekends and holidays, all year, and a Wednesday to Sunday schedule during public operating hours.
- Demonstrated proficiency in the use of personal computers and MS Word, Excel and Outlook at an intermediate level.
- Proven experience handling cash, balancing a cash drawer, reporting and preparing a deposit.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Must possess a personal vehicle for use on the job and a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct regular driver's abstracts through the Ministry of Transportation. A clean driving record is preferred.

Qualified candidates may complete an [online application form](#) where you will be required to upload your resume and cover letter (PDFs only) on or before Wednesday, July 24, 2024.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request.

An Equal Opportunity Employer

