

Employment Opportunity

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

Department:	Community Services
Classification:	1 Part-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	Existing
Shift/Hours:	Monday to Sunday, varying shifts, 14-21 hours per week
Salary Range:	\$30.58/hr. to \$33.98/hr. (Union Pay Grade 8)
Work Location:	Pickering Museum Village, 3550 Greenwood Road, Greenwood, ON L1X 0J3 (On-site)
Date Posted:	Wednesday, April 22, 2026
Deadline to Apply:	Wednesday, May 6, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Heritage Programmer.

The successful 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.

Primary Responsibilities

- Researches, develops, coordinates, and implements outcome-based events and public programming in compliance with City and Museum policies and plans and the Standards for Community Museums in Ontario. This includes developing programs and working with partners in the delivery of programs.
- Evaluates events and public programming through the analysis of various data measurements including audience identification, seasonal partners, attendance targets and program goals. Prepares regular reports with statistics and recommendations to identify successes and address challenges or shortcomings.
- Develops an annual guest services program plan identifying measurable goals, targets, marketing, and evaluation to support tourism initiatives and increase museum attendance.
- Provides daily direction to seasonal program staff, including assigning duties through the development of daily task sheets, and oversees the daily activities of museum seasonal staff to ensure the safety of guests, staff, resources and museum artifacts.
- Provides input to the Volunteer Coordinator on volunteer participation in public programming and events.
- Develops, implements, and reports on the public programs annual work plan and action plan in accordance with the Pickering Museum Village Strategic plan.
- Develops promotional materials and marketing plans for museum events and public programming in consultation with the Community Services Marketing Team.
- Ensures supplies are ordered and available for events and public programming.
- Occasionally performs opening, closing of the museum and program sites in community centres and parks, and oversees the delivery of programs.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- 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, Skills and Abilities

- 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 office software products.
- 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). 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. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

