



**Employment Opportunity  
Curator, Scugog Shores Museum Village and Archives**

(C.U.P.E. Local 1785-01)

Contract Position August – November

\$33.40 per hour

COMMUNITY SERVICES DEPARTMENT

Reporting to the Manager of Parks, Recreation and Culture, the incumbent shall be responsible for assisting the Recreation and Culture Coordinator with the coordination and delivery of programs and services at the Scugog Shores Museum Village & Archives. Duties include ensuring the efficient and effective delivery of Museum program services and special events; operations of the Archives and collections administration; assist in preparing and administering an annual operational/capital budget; prepare reports and special analysis; liaise with other departments, external agencies, general public as required/requested, assist with coordinating Museum website updates, assist with the development and implementation of short and long term plans for marketing and delivery of a complete package of culture and heritage programs and services.

Responsibilities will require the incumbent to:

- Assist in the coordination, marketing, implementation, operation and evaluation of all museum service programming and special events.
- Assist in the coordination, planning, supervision and conservation of Museum artifacts and related records administration.
- Assist in the coordination, development, implementation and delivery of local history and traveling exhibits.
- Assist with the recruitment of new volunteers, and the training, development and retention of new and current museum volunteers and interns.
- Assist with the collection of information for grant funding opportunities.
- Assist in the development, administration and evaluation of relevant operating budget and assigned capital budgets.
- Assist in preparation of reports and special analysis on relevant projects/activities as required by the Manager of Parks, Recreation and Culture or the Director of Community Services.
- Assist in coordination of Township tourism and marketing initiatives as required.
- Assist in the development and implementation of a strategic marketing strategy to increase the Museum's visibility, including a plan to increase the public's knowledge and awareness of the Scugog Shores Museum's programs and services.
- Liaise with other departments, general public, external agencies and other levels of government as required.
- Ensure all safety procedures are adhered to; maintain awareness of current standards/practices related to the Occupational Health & Safety Act; including monitoring and as required revision to Township Health & Safety Policy and Procedures, and;
- Perform other duties as assigned.

Required experience and education will include:

- Minimum two years experience in Museum and or Archival operation and administration.
- Completion of a Post Secondary Education Program with emphasis in museum and or archival management and administration.
- Hold an Ontario Museum Association Certificate in Museum Studies or equivalent.

**The successful candidate must provide, prior to commencing employment:**

1. A satisfactory current drivers abstract
2. A satisfactory criminal reference check with vulnerable sector screening from a Canadian Police Information Centre.

**NOTE:** We thank all applicants and advise that only those selected for an interview will be contacted. 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.

Please submit a cover letter and resume outlining relevant experience, background and education. The application must be received in writing to the Human Resources Department, no later than 4:30 p.m. on **Friday July 5, 2024**. Replies should be addressed to Valerie Ratchford, Human Resources at [resumes@scugog.ca](mailto:resumes@scugog.ca)

**The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.**