



# The Corporation of The Township of Uxbridge

www.town.uxbridge.on.ca

51 Toronto Street South, P.O. Box 190  
Uxbridge L9P 1T1  
Tel: 905-852-9181 • Fax: 905-852-9674

Follow the  
Township Online



## UXBRIDGE HISTORICAL CENTRE MUSEUM CURATOR POSITION AVAILABLE

The Township of Uxbridge is seeking to fill the position of Museum Curator for the Township's community history museum. This is an eight-month contract position, with the term of work being from March to November. The position is to commence in March 2018.

### Job Description:

To manage the operation, administration, and maintenance of Uxbridge Historical Centre (Uxbridge-Scott Museum & Archives), a municipally-owned community history museum consisting of 10 buildings (8 of which are heritage), and a large collection of artifacts and archival materials.

### Qualifications:

Post-secondary education in museum studies and progressively more experience in museum administration, or an equivalent combination of education and experience;

Experience in administering program budgets, establishing budget priorities, developing alternative revenue strategies and achieving planned results;

Experience developing and delivering educational programming and overseeing fundraising and other special events;

Experience with collections management, experience with PastPerfect 5.0 or similar collections management software is an asset;

Experience in marketing and promotion and proficiency in the use of various marketing and communication platforms including social media and website;

Proficiency in, and the ability to prioritize and complete multiple projects;

Experience with community outreach and developing and sustaining partnerships with a variety of stakeholders;

Experience directing and scheduling the work of staff, and training and supervising students and volunteers;

Experience in facility operations including the maintenance and implementation of health and safety standards;

Experience working with the public and ensuring the quality of customer service delivery.

### Also Required:

Knowledge of early Ontario history; knowledge of Uxbridge Township history is an asset;

Excellent organizational, written and oral communication skills, interpersonal and conflict resolution skills;

Ability to work flexible hours, including evenings and weekends, when required;

Current First Aid and CPR certification and JHSC training, or willingness to obtain.

Please apply by **Friday, October 13<sup>th</sup>, 2017 by 4:30 p.m.** with a resume and covering letter describing your experience and qualifications to:

**Amanda Ferraro, Director of Recreation, Culture and Tourism**  
Township of Uxbridge, P.O. Box 190  
Uxbridge ON L9P 1T1  
aferraro@town.uxbridge.on.ca

We thank all those who apply, however, only those candidates selected for an interview will be contacted.

*We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*



## A CCESSIBILITY R ECOGNITION A WARDS

### ABOUT THE ACCESSIBILITY ADVISORY COMMITTEE

AAC is dedicated to promoting and enhancing a barrier-free environment for all persons, regardless of needs, to participate as fully as possible in all aspects of community life.



### ABOUT THE ARA

Awarded to one business and one individual (each year) to celebrate the commitment to accessibility and holistic inclusion within the Township of Uxbridge. Its purpose is to promote greater accessibility and awareness.



### BENEFITS

- Community recognition for championing leadership in the area of Accessibility.
- Presentation of a Township of Uxbridge Accessibility Recognition Award that may be displayed on an ongoing basis.
- A Certificate of Recognition to each Award Recipient

### HOW TO NOMINATE

Submit details of individuals/businesses' efforts to improve accessibility and/or accessibility awareness. Show how they have gone above and beyond to make accessibility a key factor in the community.



Learn more at: [town.uxbridge.on.ca/accessibility](http://town.uxbridge.on.ca/accessibility)



## Making it on Main Street

Wednesday, October 11, 2017 | 4:30 - 8:30 p.m.

Blackstock Recreation Complex, 3440 Chuch St., Blackstock

Be prepared to be inspired with high energy Ignite Sessions and facilitated networking. The forum is free!

**Who:** Business owners big and small

**Why:** Network, hear success stories and grow your business

### Register Online at:

<https://2017northdurhambbf.eventbrite.ca> or contact  
Stacey Jibb at 289-404-1765

## Uxbridge Public Library Job Posting - Casual

### Position Title: Library Assistant

Under the direction of the Chief Executive Officer/Chief Librarian, the Library Assistant performs daily circulation desk procedures in the Adult and Children's Departments.

A detailed job description is available at both the Uxbridge and Zephyr Public Libraries. This is a casual position.

**Qualifications:** Grade 12 required. Computer skills including word-processing and database management using a Windows operating system. Experience working with automated systems: Mandarin, etc. Library experience or related job experience preferred.

**Please submit a Cover Letter and Resume to Alexandra Hartmann, Chief Executive Officer/Chief Librarian to [ahartmann@uxlib.com](mailto:ahartmann@uxlib.com) by October 6, 2017.**

Only those candidate selected for an interview will be contacted. Thank you for applying.

*The Uxbridge Public Library is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Uxbridge Public Library will provide accommodations throughout the recruitment and selection process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*

## Uxbridge Recreation Employment Opportunities

• **Certified fill-in Aquafit Instructor** for daytime, evening, and weekend classes. Please call or email Carolyn Clementson for job description and details or the Township website. [cclementson@town.uxbridge.on.ca](mailto:cclementson@town.uxbridge.on.ca) 905-852-7831 **Application ongoing.**

• **Certified fill-in Yoga Instructor** for Parent and Child programs after school and daytime.

Please call or email Rebecca Harman for job description and details or the Township website. [rharman@town.uxbridge.on.ca](mailto:rharman@town.uxbridge.on.ca) 905-852-7831 **Application ongoing.**

[www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

Uxpool / Summer Camps..... 905-852-7831

Arena..... 905-852-3081

Historical Centre..... 905-852-5854

Animal Shelter..... 905-985-9547

Chamber of Commerce..... [info@uxcc.ca](mailto:info@uxcc.ca)/[www.uxcc.ca](http://www.uxcc.ca)

## Uxbridge Public Library • 905-852-9747 • [uxlib.com](http://uxlib.com)

HOURS: Mon., Wed., Fri., Sat. 10 am - 5 pm, Tues., Thurs. 10 am - 9 pm • Open Sundays, 1 pm - 5 pm,  
November through April, Closed Sundays, May through October

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca).

## Zephyr Public Library • 905-473-2375

HOURS: Tues., Thurs. 3 pm - 8 pm • Sat. 10 am - 3 pm

Uxbridge BIA,  
905-852-9181 ext. 406

