



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 13th, 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.

ACCESSIBILITY RECOGNITION AWARDS

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

Building Business Forum

Making it on Main Street

Wednesday, October 11, 2017 | 4:30 - 8:30 p.m.
Blackstock Recreation Complex, 3440 Church 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

EMPLOYMENT OPPORTUNITY
CROSSING GUARDS

The Township of Uxbridge is currently seeking Crossing Guards to cover various locations in the Town of Uxbridge.

If you are interested in a position, please contact Jo Ann Merrick at 905-852-9181 ext 202 or email: jmerrick@town.uxbridge.on.ca

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 by October 6, 2017.

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

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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 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 905-852-7831 **Application ongoing.**

www.town.uxbridge.on.ca

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