



## **EMPLOYMENT OPPORTUNITY**

### **Community Services, Uxbridge Historical Centre – Museum Assistant, contract.**

The Uxbridge Historical Centre is seeking to hire a post secondary student for the position of Museum Assistant. The Uxbridge Historical Centre (UHC) is a community museum and archives located in the Trail Capital of Canada. Situated on a five-acre site overlooking the Uxbridge Valley and the Oak Ridges Moraine, the UHC includes ten heritage buildings and a collection of more than 10,000 artifacts and 6,000 archival records. The UHC connects contemporary audiences with the rich heritage of Uxbridge Township through the collection, preservation, interpretation, and display of artifacts, documents, and photographs, supported by public programming that reflects the history of the Uxbridge area and the former Townships of Uxbridge and Scott.

The Museum Assistant will support the promotion and delivery of in person and virtual public programs and activities and will contribute to marketing, engagement, and social media initiatives. This position provides valuable, hands on experience developing and delivering programming for diverse audiences while promoting the unique identity and relevance of a local heritage resource. As a key member of the Museum team, the Museum Assistant will participate in all aspects of visitor services and volunteer engagement.

#### **Duties and Responsibilities**

- Assist with the development and delivery of high-quality public programs, activities, and events for a range of audiences, including children, youth, schools, community groups, and seniors
- Support the research and development of exhibitions, including the Scott Township Hall exhibition
- Assist with internal and public research requests
- Support the Collections Assistant and other museum staff with the organization, cataloguing, and storage of museum artifacts in accordance with professional standards
- Promote and market programs, events, and exhibitions through social media and digital tools, including basic video editing
- Create regular campaigns that highlight the Museum's collection through social media platforms and the Museum blog to expand audience reach
- Engage visitors by providing informative, accessible, and relevant interpretation of current exhibitions and tour offerings
- Participate in the planning and implementation of public programs, tours, and



visitor services

- Review and follow Museum standards, health and safety requirements, and applicable policies and procedures

## Qualifications and Competencies

- Post secondary student enrolled in a degree or diploma program in education, museum studies, fine arts, tourism, communications, marketing, or a related discipline
- Ability to obtain a Vulnerable Sector Screening
- Experience developing and facilitating lessons or programs for children and youth
- Strong interpersonal skills and comfort presenting information to individuals and groups
- Excellent organizational and time management skills with strong attention to detail
- Strong written and verbal communication skills
- Demonstrated customer service skills and cash handling experience
- Previous experience in a museum or heritage setting considered an asset
- Experience with digital and social media tools such as Instagram Reels, MailChimp, and Canva considered an asset
- Experience working with volunteers considered an asset
- Bilingualism considered an asset but not required

The Township of Uxbridge is prepared to offer the ideal candidate a competitive hourly wage of \$17.90

If you are interested in joining our team, please forward your resume to Katlyn Jones, Uxbridge Historical Centre, 7239 Concession Rd 6, PO Box 1301, L9P 1N5, or email **[kjones@uxbridge.ca](mailto:kjones@uxbridge.ca)**, specifying the role you are interested in. Resumes will be accepted until **Friday March 6th, 2026**.

*The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.*

*Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*