



100 John West Way
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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES
Division of Human Resources

Collections & Exhibitions Coordinator **Full-time, Contract (up to 18 months)** **\$76,846.57 to \$96,058.33 annually**

The Collections and Exhibitions Coordinator assists the Curator with the management and operation of the Aurora Museum & Archives. The incumbent will oversee the day to day management of the collection, including acquisition and de-accessioning, cataloguing, managing loans, monitoring storage environments, coordinating inventory and access of artefacts, archival material, local history files and reference library material. The incumbent will protect and preserve collections against physical, chemical and biological damage through preventative conservation and treatment measures and be responsible for the management, operation, maintenance and continuous improvement of the collections database, digital assets and digital image bank. This role will recommend, formulate, develop, implement, curate, and promote museums exhibitions, programs, activities, special events as directed by the Curator. The Collections and Exhibitions Coordinator will be responsible for digital asset management activities of the collections database and assist with researching and compiling data for municipal projects, collection development and requests from the public. The incumbent will assist the Curator with securing alternative revenue (e.g. grant writing), sponsorship and partnership opportunities specific to Museum activities, goals and objectives.

To be considered for this role you will have formal academic training in History, Museum Studies, Archaeology or a related Liberal Arts program, coupled with at least three (3) years of related work experience within a museum, preferably in a municipal setting. You will have comprehensive knowledge of the theory and practice of museum operations including research, collections management, artefact conservation, exhibit display development and programming. You will possess an understanding and interest in museum and curatorial sciences, conservation, historic and pre-historic archaeology, 19th and 20th century material culture and history, specifically Upper Canada social history. Familiarity with Aurora's history will be considered an asset. Your strong verbal and written communication skills and organizational skills are key to this role. You will have previous experience working with and supervising volunteers and/or students. Familiarity with Ministry Standards for Community Museums in Ontario as well as legislation impacting museum operations is required. You have the ability to deal courteously and effectively with all levels including staff, volunteers, museum visitors, the general public and external agencies, projecting a positive image to the public at all times. You will possess strong computer skills including Microsoft Office Suite, as well as familiarity with museum cataloguing databases (experience with PastPerfect an asset). The incumbent will have the ability to work independently and with others, and be available to work evenings or weekends, as required. You will have access to a reliable vehicle to use on corporate business and hold a valid class G driver's license, in good standing.

Police Criminal Record Check

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **January 8, 2021** quoting reference number **20-65**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.