

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

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## Supervisor, Museum Services

The incumbent is responsible for overseeing the operation of the Pickering Museum Village including visitor services, education and public program delivery, interpretation, exhibit development, site preservation and maintenance, and the management and maintenance of the Museum's artifact collection. Other responsibilities include facilitating community services, programs and events on site with community and public stakeholders.

### Successful applicants will possess the following:

- Post secondary University Degree in a Museum Studies, History or a related discipline. A Masters degree is preferred.
- Four years' progressively more responsible experience in the delivery of Museum services, program development and event management with at least two years at a supervisory level.
- Demonstrable knowledge of the theory and practice of living history/museum operations including research, collections management and development, artifact/historic building maintenance and conservation, gallery, interpretation, program and exhibit development, resource management, marketing and identification of 19<sup>th</sup> and 20<sup>th</sup> century material culture and lifestyles.
- Knowledge of Regional, Divisional, and museum policies and procedures, and related legislation (e.g., accessibility, health & safety, privacy) including Ministry Standards for Community Museums in Ontario.
- Knowledge of local history and proven ability to conduct related research to develop exhibits, plan restorations, prepare publications, and respond to enquiries.
- Demonstrable knowledge of the principles, methods, procedures and standards for the care and maintenance of a museum collection and Heritage-designated properties.
- Must have well developed interpersonal, organizational, communications (written and verbal) in English with the ability to edit correspondence, reports, proposals, plans, construction drawings, grant applications, promotional material, and contracts.
- Must have well developed leadership, planning, organizational and public relations/customer service skills to establish and maintain effective business relationships with all levels of employees, public, community group representatives and public officials.
- Demonstrated ability to exercise effective Revenue Management.
- Eligibility for membership with Canadian Museums Association and possession of, or eligibility to obtain, a valid Firearm Acquisition Certificate to handle and access firearms.
- Requires the ability to multitask and work independently and effectively in a fast-paced environment with frequent interruptions.
- Proficiency in the use of personal computers and Windows based software applications and communication tools.
- Experience using an artifact collections management system, PastPerfect Museum Software, and ActiveNet point of sale/registration software is an asset.
- Must be willing to obtain current Standard First Aid (date of issue within 2 years), Basic Rescuer CPR-C Certificates (date of issue within 1 year), and Defibrillator certification (date of issue within 1 year).

- Must have a personal vehicle for use in the performance of duties and must possess a valid Class “G” Ontario Driver’s Licence and provide ongoing consent to conduct Driver’s Abstracts through the Ministry of Transportation. A clean driving record is preferred.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must be able and willing to work evenings, weekends and holidays as required and respond to after work emergencies.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range starting at \$95,497.43 (based on a 35 hour work week).

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Qualified candidates may submit a detailed resume or online application form by **Wednesday, June 6, 2018** to:

Recruitment Specialist  
Human Resources Division  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](http://pickering.ca/employment)

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We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

**An Equal Opportunity Employer**