



The Long Point Region Conservation Authority is currently recruiting for a:

HERITAGE PROGRAMMER

Position: Heritage Programmer

Posting No.: 067-24

Posting Date: January 10, 2024

Closing Date: February 18, 2024 or until filled

Job Status: Contract

Department: Backus Heritage and Education

Rate of Pay: \$30.34

Hours of Work: 35 Hours/Week

Position Summary:

The Heritage Programmer develops and delivers high quality historical education programs and assists with collections management including handling & researching a variety of artifacts while assisting with the inventory, assessment, and cataloguing process at the Backhouse Historic Site within the Backus Heritage Conservation Area. This position reports to the Curator of Backhouse Historic Site.

Qualifications:

- University or College graduate of education, museum studies, or history program (or a related discipline)
- Minimum 2-year experience in museum education program development and delivery to a variety of audiences
- Demonstrated experience delivering curriculum-based education programming and outcome evaluations
- Prior experience in a living history setting an asset
- Thorough knowledge of Ontario social history with an emphasis on the 19th Century
- Able to manage multiple priorities in a fast-paced environment
- Highly organized, detail-oriented, independent worker
- Strong critical thinking and problem-solving skills
- Able to work in a team environment and work effectively with volunteers
- Excellent oral communication, writing and research skills
- Able to work in an outdoor and heritage building environment
- Police criminal records check with Vulnerable Sector screening required prior to hiring of this position
- Valid Class G Ontario driver's license required

Responsibilities:

1. Education Program:

- Deliver (in historic costume), update and evaluate curriculum-based historical education programs for Backhouse Historic Site
- In partnership with the Outdoor Educator, book all Historical Education programs and maintain communications with teachers and school administrators
- Provide excellent customer and client services
- Maintain all relevant statistics and prepare reports as needed
- Maintain, organize, and repair education supplies and teaching facilities
- Perform sanitary maintenance duties including cleaning of program areas, equipment, and public washroom facilities

- Ensure the safety of visitors, staff, and volunteers and protect the site's resources
- 2. Events Program (seasonally):
 - Assist the Curator in planning, organizing and the implementation of special events for Backhouse Historic Site
 - Assist in the evaluation of special events and recommend improvements
- 3. Collections Management
 - Handle and research artifacts and compile reports
 - Accurate and detailed entry of data into the collections management database
 - Inventory and catalogue artifacts and archival materials
 - Scan, file, and organize collections documentation

Location/Working Conditions:

- Backus Heritage Conservation Area, Port Rowan, ON
- Monday-Friday 8:30am to 4:00pm
- Weekends, evenings and extra hours for special events may be required
- Indoor and outdoor work environments
- Please Note – Public transportation is unavailable. Applicants must possess a valid driver's license and their own vehicle

Term of Employment:

- Starting Date: March 4, 2024
- Ending Date: December 6, 2024

Benefits:

- Free access to LPRCA Conservation Areas
- Eligible to enroll in the OMERS pension plan

Application Deadline: Sunday, February 18th, 2024 or until filled.

To apply: Please email your cover letter and resume in a single PDF or MS Word document addressed to: Dana McLachlan, Long Point Region Conservation Authority, email hr@lprca.on.ca (Subject line: 067-24 Heritage Programmer).

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Long Point Region Conservation Authority is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation requirements.