



Summer Events Coordinator

The Opportunity

Contribute to the Town of Grimsby, the gateway to Niagara Region and home to a vibrant community set amidst a distinctive natural setting and vibrant cultural heritage setting. Ranked as one of Canada's top communities by Maclean's Magazine in 2019, Grimsby is a highly desirable municipality where residents and businesses thrive and enjoy waterfront living, historic charm, and award-winning wineries/distilleries all the while surrounded by world-class natural amenities.

The Grimsby Museum was established in 1984 to serve the community as an integral part of its cultural life. The Museum is owned and operated by the Town of Grimsby. The Museum features two exhibition galleries which change frequently. We host travelling exhibitions and feature local history relating to Grimsby and the Niagara Region. Our artefact collection consists of 15,000 pieces of art, objects, textiles, archives, photographs and archaeological material.

The Portfolio

Reporting to the Museum Manager/Curator, the Summer Events Coordinator will be responsible for developing and implementing a variety of special events and educational programmes offered but The Grimsby Museum. This will include The Grimsby Museum's Canada Day Celebration on July 1st, heritage tours of the community, family-oriented special events, the Spirit with Spirits event, summer programming for children and curriculum-based programming. The Summer Event Coordinator will be responsible for developing marketing materials and will assist with visitor services and the daily operation of the Grimsby Museum. The Grimsby Museum will monitor the pandemic situation throughout the position and will adapt the position to the health regulations laid out by the Town of Grimsby and the region.

Please note this position is subject to grant approval.

The Candidate

As a candidate for this position, you are currently enrolled in a degree or diploma program specializing in museum, history, or a related field. You have strong marketing, research, and communication skills. You possess excellent project management skills, can work independently to meet project outcomes and work as a team to meet museum summer program objectives.

Working for the Town of Grimsby

This is a full-time, seasonal position working 35 hours per week for 16 weeks (May to September). This position will work weekends, some evenings, and holidays (Canada Day and Civic Holiday).

The Town of Grimsby offers candidates for this position **\$19 per hour** (2025 rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **April 9, 2025 at 4:30 PM**. Please quote the posting number in the subject line.

Posting #: 27-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted. The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Summer Events Coordinator

Community Services – Museum

Duties and Responsibilities:

1. Education and Programming (50%)

- 1.1 Create and deliver the Culture Camp Program components in cooperation with the Community Services based on the predetermined themes and structure.
- 1.2 Lead components of the culture camp program, including program instruction, preparation of materials and providing leadership to children in the program.
- 1.3 Development of other programming opportunities for the community, and leading programming as required.
- 1.4 Updating current museum educational programs to meet Ontario Curriculum Standards
- 1.5 Create new educational programs based on the Ontario Curriculum

2. Special events (25%)

- 2.1 With direction and supervision from museum staff, develop implementation plan special events including research, development, promotion, and set up.
- 2.2 Supports museum staff with special events including greeting attendees, working at museum activities, support of other presenters, set up and take down.
- 2.3 Attend and lead historical walking tours with support from Museum staff.

3. Museum Operations and Customer Service (25%)

- 3.1 Carry out opening and closing procedures for the Grimsby Museum as required.
- 3.2 General museum operations including gift shop sales and inquiries, admissions, answering the telephone, program registration, orientation of visitors to Museum displays answer general tourism as required.
- 3.3 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 3.4 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Currently enrolled in a degree or diploma program specializing in Museum, history or a related field.

License, Registration and Training

- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Current Standard First Aid and CPR/AED certification.
- Must meet the requirements of the YCW in Heritage Organizations eligibility criteria

Experience

- Previous Museum, archive or Gallery experience an asset

Knowledge/Skills/Abilities

- Strong marketing, research, and communication skills
- Proven time and project management skills
- Legible handwriting
- Proficient in Microsoft suite
- Able to work independently to meet project outcomes.
- Able to work as a team to meet museum summer program objectives
- Ability to handle several tasks at the same time
- Customer service skills

A combination of education, training, and experience may be considered.