

JOB DESCRIPTION

POSITION

Museum Coordinator, Toronto's First Post Office
Permanent, Full-Time, approximately 40 hours per week

REPORTS TO

Executive Director, Toronto's First Post Office

DIRECT REPORTS

Volunteers, Toronto's First Post Office

COMPENSATION

\$45,500 annual salary
15 vacation days annually

ABOUT TORONTO'S FIRST POST OFFICE

Toronto's First Post Office is an incorporated non-profit museum and National Historic Site, administered by the Town of York Historical Society, situated on its original site and within its original walls. Toronto's First Post Office was built in 1833 and, as the only post office in Toronto, served the rapidly growing city until 1839. Today, it is the only remaining example of a British North American post office still in operation, the only interpretive centre for the original Town of York, and welcomes visitors from all over the world.

POSITION SUMMARY

The Museum Coordinator is responsible for the operation of the museum, and for the promotion of Toronto's First Post Office, including: programming, exhibitions, marketing, research, and interpretation. They will also assist with the care, management, and documentation of the artifact and archival collection, as well as the library collection and its catalogue. The Museum Coordinator leads engagement with the public.

DUTIES AND RESPONSIBILITIES

- Museum Programming, Events, and Exhibitions
 - Creates, coordinates, and delivers educational and community programming for groups of all ages and abilities, both on- and off-site
 - Develops and maintains the museum's calendar, including for education programs, rentals, and on- and off-site events
 - With the Executive Director, annually creates, implements, and reviews a 3-year exhibit plan
 - Assists with the care of the artifact, archival, and research library collections
 - Seeks out speakers, curators, historians, entertainers, and travelling exhibits for museum events and exhibits
 - Coordinates the team of museum volunteers, including recruitment, training, task assignments, supervision and recognition
 - With the support of the Executive Director, collects and maintains records on post office use and museum attendance

- Serves as the staff representative on the Board of Director's Events Committee
- Perform other exhibitions, programming, and events functions as needed
- Communications and Marketing
 - Act as the first point of contact for museum inquiries
 - Identify and coordinate outreach opportunities
 - Coordinate subscription emails and quarterly print newsletters
 - Manage and update content for social media channels (Facebook, Twitter, Youtube, Instagram, etc.), and respond to audience posts, comments, reviews, and queries
 - Regularly update the organization website

ESSENTIAL SKILLS AND QUALIFICATIONS

- A university degree in a relevant field (for example: museum studies, history, or education)
- 3 years' work experience in museums, a knowledge of museum practices, and historical research
- 1-3 years' experience in project management, content creation, or public relations in a non-profit or historical organization would be an asset
- Excellent communication and presentation skills
- Able to project professionalism when giving and receiving information in writing, in person, and over the phone
- Familiar with G-suite, Microsoft Office, and comfortable with exploring new technological tools
- Strong photography and image-editing skills
- Working knowledge of social media platforms (especially Facebook, Instagram, Twitter, and Youtube)
- A strong sense of diplomacy, tact, and discretion when dealing with stakeholders
- Must be able to work both independently and as part of a team
- Ability to work flexible hours when needed, including evenings and occasional weekends

PREFERRED SKILLS AND QUALIFICATIONS

- Knowledge or an interest in the history of the Town of York and the early City of Toronto, the Old Town/St. Lawrence Market Neighbourhood, stationery and/or writing materials
- Experience with Keela, Canva, and CatalogIt are an asset
- Those with French language skills are highly encouraged to apply for this position

WORKING CONDITIONS

Usual hours of work are 9am – 5pm, Monday to Friday. However, occasional overtime, weekend, and evening work is required. This position may be needed to occasionally cover the postal counter, and therefore must be able to lift 50 lbs.

PLACE OF WORK

Toronto's First Post Office
 260 Adelaide St. East
 Toronto, Ontario
 M5A 1N1

There is a possibility for some work to be done remotely.

JOB POSTING INFORMATION

Toronto's First Post Office is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

TO APPLY:

Apply with a cover letter and C.V.

Please enter the job title in the subject line, include your cover letter as the email body, and attach your C.V. in PDF format only. Other attachments will not be considered.

By email:

careers@tos1stpo.com

Toronto's First Post Office will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLICATIONS DEADLINE: 5:00pm on April 22, 2022