



# TOWNSHIP OF WELLESLEY

The Township of Wellesley will be accepting applications for the position of

## **Curator** **Part-time Position - 15 hours per month**

*The Township of Wellesley is a rural municipality on the north-west corner of the Region of Waterloo. The Township includes 11 settlement areas, the largest four being the quaint villages of Wellesley, Linwood, St. Clements and Hawkesville. You can discover cultural, historical, and tasty delights, often lost in our fast paced lifestyle. Productive farms cover most of this Township of 11,500 residents. Wellesley prides itself on being a great place to live, play and work.*

The Township of Wellesley is seeking to fill the position of **Curator** for the Wellesley Township Heritage and Historical Society (WTHHS). The Historical Room is located in the upper level of the municipally owned Wellesley village Library. This is a part time position, working approximately 15 hours per month. Along with volunteers that make up the WTHHS Committee, you will assist in connecting today's audiences with the rich heritage of Wellesley Township through the collection, preservation, interpretation and display of artifacts, documents and photographs. The collection is comprised of approximately 6,000 items, including photographs, objects, documents and books, plus 12,000 pages of digital records available on their website.

The Curator manages and oversees all operations of the WTHHS with specific attention to collections management, exhibition development and facility maintenance. The Curator is knowledgeable of municipal operations and serves as the primary operator of the Historical Room. Working with the WTHHS Committee, senior staff and Council, the Curator serves as a steward for the WTHHS, leading the Committee to achieving short and long-term goals as approved by Council.

### **MAIN POSITION RESPONSIBILITIES:**

- Researches, documents and co-ordinates materials relevant to visitors' activities;
- Collects and evaluates information on visitor statistics;
- Develop exhibit design plans and preparation including some sourcing and budgeting;
- Develop and install new exhibits in the WTHHS Historical Room;
- Continue to catalogue new acquisitions to the collection;
- Write articles about history of the Township and the collection for news outlets;
- Properly store photographs, archival documents and objects;
- Develop opportunities for public displays of WTHHS articles and artifacts in other locations;
- Promote new exhibits to the public;
- Coordinate supervision for public viewing of the Historical Room;
- Create new storage opportunities for the collection;
- Coordinate and assist with special promotional activities such as GRCA Heritage Day, Ontario Heritage Day, Apple Butter and Cheese Festival and DoorsOpen Waterloo Region.
- As a member of the Heritage Committee
  - Maintain list of non-designated properties of historical importance;
  - Ensure properties are designated properly in a timely fashion.

## **QUALIFICATIONS:**

- Minimum three (3) years practical experience in a museum or related setting;
- Demonstrate ability to communicate effectively, and represent the Township of Wellesley through professional and competent interaction with the media, volunteers, visitors (of various ages), and other staff;
- Ability to attend meetings virtually or in person
- Proven writing and promotional skills
- Proficient in use of computer software including Microsoft Office Suite;
- Attend meetings and special events outside normal working hours as required; which may include some weekend work
- Knowledge of the Ontario Heritage Act and the designation process;
- Familiarity with DBTextworks/Inmagic would be considered an asset;
- Familiarity with website host Weebly would be considered an asset;
- Lifting and moving of historic and non-historic objects on a regular basis;
- Ability to work independently as well as in a team setting.

Catalogue system training will be provided

**Hours of work:** Approximately 15 hours per week / one (1) year contract

**Compensation:** \$ 25.80 per hour (2023)

If you are interested in joining our dedicated team of municipal professionals and you are looking for an opportunity to be in a progressive role please submit your resume and cover letter in confidence to the undersigned by **12:00noon, Monday, March 31<sup>st</sup>, 2023.**

Attention: **Grace Kosch, Clerk**

**Fax:** (519) 699 4540

**E-Mail:** [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca) (preferred)

**Mail:**

Township of Wellesley  
4639 Lobsinger Line  
St Clements, Ontario  
NOB 2M0

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Township of Wellesley is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise of any measures you feel you need to enable you to be assessed in a fair and equitable manner.

Information received relating to accommodation measures will be addressed confidentially. Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate.