



Museum Events Coordinator

Part-Time

Community Services Department—Museum

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Museum Manager/Curator, the Museum Events Coordinator is responsible for organizing special events at the Grimsby Museum including planning, implementation and marketing. The Museum Assistant will also support operations at the Grimsby Museum gift shop including clerical duties, exhibition development, design, and collections management.

The Candidate

As a candidate for this position, you have a degree or diploma in Business, Event Management, Communications, Public Relations or Museum Studies. You have two (2) years of experience working in a museum or heritage environment and one (1) year of event planning and social media marketing experience. You are proficient in the use of common social media and web-based applications (Facebook, X, Instagram, etc.), and advanced communication, time management and organizational skills. Previous experience providing work direction and leading projects/initiatives is considered an asset.

Working for the Town of Grimsby

The Town of Grimsby offers candidates for this position a competitive employment package that includes an hourly rate between **\$24.90 and \$30.29**. This position will work **up to 26 hours per week**, including days, evenings and weekends.

The Town of Grimsby is a progressive employer committed to supporting employees' work-life balance while also fulfilling business goals and providing a high-performance work environment. The Town also supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees.

Employee Perks

At the Town of Grimsby, we invest in our people and provide a workplace that fosters growth, well-being, and work-life balance. Our employees are at the heart of everything we do, and we are proud to offer a supportive and rewarding environment with benefits that go beyond the basics:

- ✓ Complimentary access to recreation facilities, including the fitness centre
- ✓ Corporate training and career development programs to support lifelong learning
- ✓ A collaborative, inclusive workplace that values innovation and service excellence
- ✓ Opportunities to engage with the community and make a meaningful impact
- ✓ Employee recognition programs that celebrate achievements and contributions
- ✓ A secure pension plan to support long-term financial well-being

More than a job. A place to grow, belong, and thrive.

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. Please quote the posting number in the subject line.

A full job description can be found below or visit www.grimsby.ca under “Career Opportunities”.

Posting #: 34-2026

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby 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 up to the point of undue hardship. If you require accommodations, please contact Human Resources (hr@grimsby.ca) to make appropriate arrangements.

The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. 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.

Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.



JOB POSTING

Museum Events Coordinator

Community Services Department—Museum

1. Special Events (50%)

- Plan, implement and evaluate special events for the Grimsby Museum including Canada Day, festivals, fundraising initiatives, partnership programs, special opening events and community programs.
- Purchasing required materials, equipment and services for events.
- Coordinate day-of event activities including promotion, coordination of staff and volunteers, logistics and event supervision.
- Perform post-event evaluations to highlight and review results of programming efforts, overall impact, and identify areas of improvement for future events.
- Review submitted expenses and ensures all expenses are within budget and revenue projections are met.

2. Social Media and Marketing (20%)

- Create and facilitate marketing and promotional materials for Museum activities associated with exhibitions, special events, general awareness, and educational programs.
- Create social media content and user engagement reports on Facebook, X (formerly Twitter) and Instagram.
- Design, create and distribute the Museum's monthly newsletter.

3. Museum Operations (15%)

- Responsible for purchasing merchandise within budget related to the gift shop, which includes pricing, inventory, and display.
- Attends gift shows, meet with salespeople, contact wholesalers, and work with consigners related to the gift shop.
- Assist Museum visitors with research requests including retrieving materials, answering questions, training individuals in the primary use of materials from the collection.
- Support operations and activities at the Museum gift shop including sales, inquiries, admissions, program registration, and event space rentals.
- Attend vendor and wholesaler meetings with the Museum Manager/Curator to purchase gifts and inventory for the Museum gift shop.
- Support Museum public programming, as required.

4. Exhibitions (15%)

- Support collections management while adhering to conservation standards and best practices for cataloguing, database management, exhibition, and storage.
- Support the installation of exhibitions including preparation of support material for artifacts, production and mounting text and labels, selection of artifacts for exhibitions, repair of galleries, backdrops for displays, off-loading of crates from trucks, unpacking crates, set up and taking down of traveling exhibitions and reloading crates on trucks, moving bases and display cabinets, research.

- Assist with the creation of in-house exhibitions including conception, research, development, and installation
- Enter sponsorship and donation data entry into PastPerfect.
- Provide work direction to volunteers and students on daily operations of the Museum.

5. Other

- 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.
- The incumbent may be required to use their personal vehicle to travel to Town facilities, meetings, events, etc.
- The incumbent must maintain the ability to travel in a timely manner to Town facilities, other offices, work locations or sites as authorized by the Corporation for business reasons.
- Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Degree or diploma in Business, Event Management, Communications, Public Relations or Museum Studies.

License, Registration and Training

- Standard First Aid and CPR-C Certification
- Police Vulnerable Sector Check (Level 3) or Judicial Matters Check to the satisfaction of the Town.
- Valid and unrestricted Class “G” drivers’ license with access to reliable transportation.

Experience

- Two (2) years of experience working in a museum or heritage environment or a related field
- One (1) year of event planning and social media marketing experience.
- Experience in providing work direction and leading projects/initiatives is an asset.

Knowledge/Skills/Abilities

- Proficiency in the use of common social media applications and web-based applications.
- Advanced communication, time management, and organizational skills.
- Able to manage assigned work, including larger projects effectively and independently.
- Willing to take direction and attend professional development/training, as required.
- Demonstrates cultural competency, and can provide service to and work with a diverse array of visitors and community partners
- Excellent written and verbal communication skills
- Excellent customer service skills
- Demonstrated event planning and program development abilities.
- Demonstrates cultural competency with the ability to provide service and work with a diverse array of individuals and community partners
- Proficient in the use of common office software applications including Word, excel, publisher, networking technologies
- Experience with Adobe suite, photoshop, and Canva

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