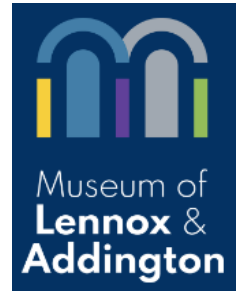




**Employment Opportunity**  
**Full-time**  
**Internal/External**  
**August 24, 2022**



**Program & Exhibition Co-ordinator – Posting # 2022-95**

**Location:** Museum of Lennox and Addington  
**Department:** Community & Development Services, Napanee, Ontario  
**Supervisor:** Supervisor, Museum & Archives  
**Hours of Work:** 35 hours per week, (weekends and evenings as required)  
**Salary:** \$54,709.20 to \$63,991.20 per year plus a comprehensive benefit package  
**Closing Date:** September 9, 2022

Within the walls of the Museum of Lennox and Addington we explore our history, culture, and traditions through enriching stories that come alive through our collections, exhibits, and programs. We are seeking a Program & Exhibition Co-ordinator to facilitate our story telling through lively, upbeat, and unique programs and exhibitions.

**SUMMARY OF RESPONSIBILITIES:**

- Create an exciting schedule of multi-faceted monthly programs- introduce new techniques for programs in line with museum standards and relevancy.
- Execute programs from both the archival and museum collections, as well as programs beyond this scope.
- Create and deliver programs in a virtual environment.
- In collaboration with the Curator and Archivist, facilitate a schedule of annual in house exhibitions and travel exhibits; this includes co-ordinating content, design, installation, and assisting with gallery and object preparation.
- Collaborate with the Social Media and Digital Content Assistant on social engagement initiatives.
- During the summer months, deliver a roster of programs at our summer gallery space – Macpherson House & Park.
- Undertake research to develop programs relevant to the heritage context of the sites.
- Other duties as needed- front desk and reading room assistance.

**QUALIFICATIONS:**

- Minimum 3 years experience with proven ability to develop programs and exhibits within a museum, historic house, or art gallery setting.
- Post-secondary education in related field, applied Museum Studies preferred.
- Able to work a flexible work week, including weekends and evenings.
- Strong communication and time management skills, this is a front line position working with many people.
- Working knowledge of heritage arts and activities, exhibit design, techniques, and installation practices.
- Proficiency in English required, with additional languages an asset.
- Proficiency in MS Office Suite and Adobe design suite, comfortable with social media platforms including Zoom.

For more information or to apply, please visit our website at: <https://lennox-addington.on.ca/employment>

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of applicant selection. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Resumes received after the closing date will not be considered.*

*Please note that accommodations are available upon request to support the participation of persons with disabilities in applying for jobs and during the interview and assessment process. If you require an accommodation, please call the County's Human Resources Department at 613-354-4883 to discuss. We will work with you to meet your needs.*