



## EMPLOYMENT OPPORTUNITY

### MUSEUM, CULTURAL AND HERITAGE PLANNER

#### (ONE YEAR CONTRACT)

The Municipality of Killarney is seeking applications for the above position.

The purpose of the proposed internship is to increase the capacity of the municipality to engage in cultural planning and development of initiatives that will promote cultural tourism in the area. As outlined in the municipality's Strategic Plan, Killarney has a wide range of assets that can be used to create engaging cultural and heritage programming for visitors. This internship would provide an opportunity to pursue cultural mapping activities, to identify our key assets and begin planning how to best utilize these assets to celebrate, share the culture, heritage of Killarney and surrounding areas.

**Anticipated Start Date:** As soon as possible.

Reports to the Deputy-Clerk Treasurer.

The position is a full-time one-year contract position.

#### **RESPONSIBILITIES:**

The Planner will undertake a variety of duties related to cultural mapping and cultural planning. This would include identifying key points of interest, taking inventory of cultural assets, cataloguing documents and developing plans/proposals for new attractions, festivals and other initiatives, including the upcoming 200<sup>th</sup> Anniversary of the village of Killarney. In addition, the Planner will identify and build relationships with key partners, investigate funding options for projects identified and may also begin to implement some of these projects.

This position will review, recommend, and upon approval, implement changes to our existing artifact display, interactive activities, branding, catalogue and archive the history of the municipality with an overall goal of improving the customer experience.

This position will re-develop marketing plans, help upload documents to the Killarney website, prepare newsletters, promote and maximize attendance.

Other duties as assigned.

#### **ELIGIBILITY REQUIREMENTS:**

**Northern Ontario Heritage Fund Corporation (NOHFC) funding for the position requires the following:**

- 1) University or college graduates who have graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program.
- 2) The position must provide the intern with first time employment in their field of study.

- 3) Candidates are only eligible to participate in the internship program one time.
- 4) Candidates must be legally entitled to work in Canada.

**The preferred candidate should possess:**

- Degree or diploma in heritage studies or cultural studies are an asset.
- Excellent project management, research and cataloguing skills.
- Excellent marketing, branding, public relations, written communications skills.
- Strong organizational skills with the ability to initiate and follow through on projects and tasks with minimal supervision.
- Knowledge of computer applications with ability to readily grasp new systems and concepts.
- Knowledge and experience of interior design in commercial and museum display contexts an asset.
- A valid "G" Driver's License, CPR, First Aid and WHMIS Certificates.
- The successful candidate must obtain a criminal background check prior to employment.
- Worker Health & Safety Awareness Training Certificate required.

**TERM:**

This is a full-time 37 ½ hours/week, one-year contract intern position at a salary of \$35,000 per year.  
Group benefits are not included.

**APPLICATION DEADLINE:**

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience in confidence by 3:00 p.m. October 2<sup>nd</sup>, 2017 to:

**Mrs. Candy Beauvais, Clerk-Treasurer**  
**Municipality of Killarney**  
**32 Commissioner Street**  
**Killarney, ON P0M 2A0**  
**Telephone: 705-287-2424 Fax: 705-287-2660**  
**Email: [cbeauvais@municipalityofkillarney.ca](mailto:cbeauvais@municipalityofkillarney.ca)**

**All applications and enquiries will be treated in confidence. Only those selected for an interview will receive further notice. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used solely for the purpose of candidate selection.**

*If you require a disability-related accommodation in order to participate in the Municipality's hiring process, please contact the Clerk-Treasurer's office to discuss your needs.*

If you require an accommodation, we will work with you to meet your needs.

We thank in advance all applicants for their interest. We will contact those applicants selected for an interview.

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**THIS POSITION IS CONDITIONAL ON APPROVAL OF (NOHFC) Internship Funding.**

*Dated: September 15<sup>th</sup>, 2017*

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THIS OPPORTUNITY IS  
PROUDLY SUPPORTED BY:



**Ontario**

Northern Ontario Heritage  
Fund Corporation

Société de gestion du Fonds  
du patrimoine du Nord  
de l'Ontario