



Making life better in King

King is Hiring Exhibitions Assistant - Sports Hall of Fame

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Heritage and Cultural Centre Supervisor, the Exhibition Assistant - Sports Hall of Fame is responsible for the following:

General:

- Assist staff with the day-to-day operations of the King Heritage & Cultural Centre including greeting visitors, answering the phone, responding to visitor inquiries, and providing site tours.
- Respond to inquiries from parents/guardians, participants, and the public.
- Deal courteously and effectively with the general public, staff, and other departments.
- Model and practice HIGH FIVE – Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends, and Caring Adult)
- Working as a team with the staff and volunteers at the King Heritage & Cultural Centre.
- Assisting museum staff with other related tasks.
- Performs other duties as assigned, in accordance with Township objectives.

Exhibitions:

- Develop, create, and prepare the King Township Sports Hall of Fame exhibition for installation including:
 - Using existing research files, write and develop interpretive panels and exhibition labels for the King Township Sports Hall of Fame
 - Curate and prepare artifacts for installation.
- Identify future opportunities for the Hall, including programming and public consultation
- Assist staff in creating plans for a future digital presence for the Hall.
- Assisting with work in the King Township Artifact Collection
- Assisting with work in the King Township Archives Collection
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Post-secondary education in Archives, Museum Studies, or a related field of study.
- Proven knowledge and/or interest in athletics and sports/sports history.
- Experience in historical research, including knowledge of research methods and resources.
- Experience in a museum setting an asset.
- Experience in working with digital cameras and scanners.
- Experience reading cursive writing.
- Strong written and verbal communication skills.
- Excellent customer service skills.
- Highly organized and efficient.
- Friendly, enthusiastic, and positive.
- Experience with Microsoft Suite Applications.
- Experience working in both a team environment as well as independently.

Wage Rate: \$16.55/Hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on May 23, 2024**

Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.