



Making life better in King

King is Hiring
Heritage & Cultural Supervisor
Contract (12-months, Maternity Leave)

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 Manager of Recreation, Community & Culture, the Heritage & Cultural Supervisor is responsible for the following:

General Duties

- With support from the Manager, responds directly to inquiries from the public and staff in a positive, courteous, and timely manner.
- Supports the Manager with responses to inquiries from elected officials.
- Writes reports and presentations for approval to the Department Director, to various committees and Council.
- Prepares, administers and manages approved operating budgets within areas of responsibility.
- Provides input into the development and implementation of service standards, policies and procedures for the Recreation, Community & Culture Division.
- As part of the onboarding process ensure staff are trained on applicable health and safety and legislative requirements as required by department and division.
- Providing guidance and working with the coordinators responsible for developing and implementing applicable programming policies and standards to ensure that high-quality programs and services are available to all.
- Implement processes, training, action plans and follow-up processes to respond effectively to emergencies and incidents.
- Respond to emergencies and incidents managing critical care, response and follow-up with staff, volunteers, customers, management and emergency teams.
- Reporting and following up on all incidents, accidents, property damage and theft, ensuring that the business and practices conform to relevant policies, procedures and legislation.
- Verifies and submits staff payroll data and contract submissions. Prepares and/or authorizes work schedules and submits to Payroll for approval.
- In collaboration with Coordinators, identifies grant opportunities; develops and prepares grant proposals.

Leadership

- Manage the day-to-day supervision including planning/scheduling, work distribution/follow-up, training/coaching and monitoring of work conditions.
- Responsible for hiring and overseeing Heritage & Culture, Seniors and Volunteer staff.
- Is responsible for project oversight and long-term planning related to Heritage & Culture, Seniors and Volunteers.
- Conducts hiring in collaboration with Human Resources.
- In collaboration with the Collections & Exhibitions Coordinator develop and oversee a conservation plan for the collection.
- Participate in related corporate projects and initiatives ensuring the needs of
- Heritage & Culture are represented and the skills from the division are offered and applied.
- With support from the Manager provides leadership and oversight in the development and implementation of communications, performance measures and best practices for all Heritage & Culture, Seniors and Volunteer initiatives.
- Develop work plans and allocate resources to ensure programs and services meet community needs and revenue projections are achieved.
- In collaboration with Coordinators, tracks trends and use knowledge management practices, best practices and changing community needs to ensure appropriate service delivery.

Heritage & Culture

- In collaboration with the Facility Services Division and the Township Heritage Planner, make recommendations for repairs or improvements to heritage buildings at the KHCC site.
- Supports the development of exhibits including, short & long term, online, travelling and pop-up.
- Supports the development and delivery of public and curriculum-based programs and tours delivered on and off-site.
- General oversight of artifact and archive collections which may involve research, acquisition and documentation of historical objects, reproductions and collections.
- Supports the corporation in ensuring accurate historical information is being circulated both internally and externally.
- Collaborates on the delivery and execution of the public art program and explores opportunities for installations throughout the community.

Volunteers & Partnerships

- Works collaboratively with the King Heritage & Cultural Centre Advisory Board to achieve the goals and objectives of the King Heritage & Cultural Centre in line with the Heritage & Cultural Master Plan.
- Ensures that the Heritage and Culture section is represented and works collaboratively on all associated projects/initiatives with the following community groups;

- King Township Museum Board
- Arts Society King (ASK)
- King Township Historical Society
- Cultural Committee
- Seeks out new partnerships to offer diverse opportunities to the community.
- Maintains existing partnerships, ensuring open lines of communication and idea sharing is at the forefront of each relationship.
- Oversight of the volunteer programs for youth, adults and mature adults (55+) to integrate community volunteers into various departmental service initiatives.

Indigenous Initiatives

- In collaboration with the Coordinator, Heritage & Cultural Programs and Indigenous Initiatives build and maintain relationships with Indigenous communities, organizations, and stakeholders to foster collaboration and mutual respect.
- Advocate for policies and practices that support Indigenous rights and inclusion within the organization and in the broader community.
- Assist in leading culturally appropriate trainings to enhance cultural competence and awareness among staff and stakeholders related to Indigenous relationship building and understanding.
- Support community initiatives that lead towards Truth & Reconciliation including programs, workshops, events and art installations.

Seniors

- In collaboration with the Coordinator – Senior Programs & Volunteer Engagement, lead King towards becoming and maintaining an Age Friendly Community designation.
- Act as Township Liaison to the King Township Seniors Board and coordinate with other departments to address concerns raised by the Board.
- Work collaboratively with King Township seniors to ensure King is a safe, positive community to age in place.
- Oversee staff and operations of the King City Seniors' Centre.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- Formal academic training in a related discipline such as History, Anthropology, Museum Studies, Archaeology or other related Liberal Arts program, and/or Ontario Museum Association Certificate, or a combination of significant demonstrated experience and education.
- Minimum of five (5) years progressive experience in Museum, Heritage or Cultural services Possession of a recognized professional designation membership in the corresponding professional association (Ontario Museum Association, Festival & Events Ontario).
- Standard First Aid, WHMIS, High Five certifications.
- Ability to manage multiple projects in a dynamic work environment.
- Ability to establish and maintain working relationships, work collaboratively with internal and external stakeholders, demonstrate interpersonal skills including tact and diplomacy.
- Ability to understand, interpret and implement financial statements including budgets.
- Excellent public relations skills and ability to effectively deal with the public.
- Ability to lead, coach, motivate, discipline and develop employees.
- Able to successfully develop, lead and work within a customer-service oriented team environment.
- Ability to establish positive working relationships within the division and organization.
- Well-developed time management and organization skills
- Marketing skills and business experience in a leadership role
- Proficiency in MS Office, PerfectMind or related registration and booking software.
- Working knowledge of the following legislation, regulations, or requirements: Applicable heritage, culture and special event legislation and regulations, including the Accessibility of Ontarians with Disabilities Act (AODA); Occupational Health and Safety Act; Heritage Canada; Ministry of Tourism and Recreation Act; Ministry of Labour and Ministry of Heritage, Sport, Tourism and Culture Industries regulations.
- Demonstrated understanding of heritage & cultural services, conservation,
- Canadian Indigenous history and 19th and 20th Ontario history.

Wage Rate: \$49.00/hour (2024 Rate)

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on November 14, 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.