

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Coordinator, Museum Education & Engagement

Department:	Community Services
Classification:	1 Full-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	As Scheduled (Monday to Sunday, Inclusive), 35 hours per week
Salary Range:	\$35.93/hr. to \$39.92/hr.
Work Location:	Pickering Museum Village, 3550 Greenwood Rd, Pickering, ON
Date Posted:	Tuesday, August 18, 2026
Deadline to Apply:	Wednesday, September 2, 2026

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Coordinator, Museum Education & Engagement.

The incumbent is responsible for cultivating a vibrant heritage and cultural hub at Pickering Museum Village by creating, coordinating, and evaluating innovative, creative, and participatory education programs, group tours, activities, and experiences for a variety of audiences.

Primary Responsibilities

- Researches, develops, coordinates, and implements arts, culture, heritage, and STEAM related education programs. Ensures alignment with Ontario curriculum expectations, evaluates, and implements innovative and effective changes to education program content, structure, and delivery.
- Researches, develops, coordinates, and implements arts, culture, and heritage programs for groups, including youth groups and tourism groups.
- Creates learning resources related to education programs.
- Develops and maintains outreach and engagement plan, identifying measurable goals, targets, and evaluation to support strategic initiatives and increase museum attendance.
- Provides direction and oversight to Museum Interpreters, including training and evaluation of program delivery.
- Conducts historical research to support program design, development, and accuracy of interpretation; conducts audience research to align and meet museum and visitor needs and expectations.
- Contributes to planning and implementation of community engagement, visitor experience, and audience development initiatives to achieve strategic goals.
- Builds relationships with local and regional partners (including, but not limited to: school boards, Indigenous partners, cultural institutions, museums, seniors' residences, community groups, and associations), and pursues opportunities to build audiences, generate awareness and increase participation in museum programs.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary diploma in Education, Public History, Museum Studies, or other related discipline.
- Three years' experience in the development and delivery of education programs, with at least one year in a leadership position.
- Previous experience in a municipal setting would be an asset.

Knowledge, Skills and Abilities

- Proven ability in program development, leading teams, interpretative practices, marketing tactics, revenue generation and event/programming administration.
- A general knowledge of the social and economic history of Canada and Ontario, including 19th and 20th century life in Pickering. Familiarity with the history and geography of Pickering and communities within it are an asset.
- Above average interpersonal, organizational, communication (both oral and written), leadership team building and customer services skills.
- Demonstrated ability to produce, implement and manage creative and innovative program plans based on diverse, inclusive interpretation techniques and tracking methods.
- Proven ability to maintain effective working relationships and to deal courteously and professionally with all levels of employees, members of council, community leaders, community stakeholders, businesses, volunteers, and members of the public.
- Demonstrated proficiency in the use of personal computers and Windows based software applications, communication tools, including Word, Power Point, and Excel.
- Knowledge and understanding of museology trends and interpretation techniques to develop, improve and enhance the City's cultural initiatives and to implement accessible, safe, sustainable, and diverse museum programs.
- Knowledge of current pedagogy and child development (Kindergarten – Grade 12) as it relates to formal and informal education is an asset.
- Proven ability to multi-task, work effectively and efficiently on tight deadlines within an interdisciplinary environment.
- Must be able and willing to work evenings, weekends and holidays as required.
- Must possess a valid Class "G" Ontario Driver's Licence. Must provide consent to conduct ongoing Driver's Abstracts through the Ministry of Transportation. A clean driving record is preferred.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.
- Must possess current Standard First Aid, Basic Rescuer CPR-C and External Defibrillator (AED) certifications.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

