



Community Outreach Assistant

About Torbay

The beautiful Town of Torbay is a vibrant community with over 8,000 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for a motivated, energetic, and enthusiastic individual to join our team as Community Outreach Assistant. In this role, you will be primarily responsible for assisting with the operations of Torbay History House & Museum, including the development and delivery of cultural events, services, and programming at the museum and throughout the community.

Major Duties & Responsibilities

- Promote the Town's vision, values, priorities and objectives.
- Support museum operations and the operations of the Town of Torbay's cultural facilities
- Foster effective working relationships based on mutual respect and accountability.
- Assist with the operations of Torbay History House & Museum in keeping with museum policies, mission, vision, available resources and accepted professional practices.
- Develop and implement a community cultural ambassador program to engage and connect youth with the community through arts and culture.
- Develop and deliver cultural events and programming at the museum and throughout the community.
- Work collaboratively with the Manager of HCIS in the development, creation, interpretation, and installation of special exhibitions and temporary displays; help develop possible traveling exhibitions.
- Assist with the management of museum and cultural facilities, including setup and takedown of events and programs.
- Maintain, setup, and takedown sound and stage equipment.
- Assist with event planning and management.
- Work collaboratively with partner organizations, including the Torbay Folk Arts Council, to perform duties as requested.
- Perform other related duties and responsibilities within the scope of the position.

Qualifications

The ideal candidate will possess a strong record of community service and demonstrated leadership in the local arts community. The successful candidate will also have experience in cultural program delivery, arts organization management, and exhibit installation. Community engagement and performance arts management are also integral components of this position.

Application Process

Applications complete with a cover letter and curriculum vitae can be emailed, in confidence to Mark Whalen, Director of Human Resources at mwhalen@torbay.ca no later than **4PM on Friday February 3rd, 2023.**

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.