



Heritage Coordinator & Museum Registrar

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 Heritage Coordinator & Museum Registrar. In this role, you will be primarily responsible for overseeing the museum collections management process, volunteer supervision, research services and museum hospitality. In addition to these duties, you will also assist with the day-to-day operations of Torbay History House & Museum.

Major Duties & Responsibilities

- Promote the Town's vision, values, priorities and objectives.
- Foster effective working relationships based on mutual respect and accountability.
- Manage and oversee museum registration and collections management in keeping with museum policies, mission, vision, available resources and accepted professional practices.
- Development of a volunteer program and supervision of volunteers in keeping with the policies and procedures of the Town of Torbay.
- Take responsibility for the care and use of historical and archival collections, including study, rotation and display, care and record-keeping, provenance research, digitizing and publication.
- Work collaboratively with the Manager of Heritage, Culture & Information Services to develop and deliver cultural programming and information services.
- Be the point of contact for research and information requests.
- Develop and manage museum hospitality services, including catering, foodways based heritage interpretation, and events management.
- Engage local residents and community groups, including local schools, businesses, and communities of practice.
- Evening and weekend work is required.
- Perform other related duties and responsibilities within the scope of the position.

Qualifications

The ideal candidate will possess relevant post-secondary education, as well as both heritage and hospitality sector experience. Knowledge of heritage documentation standards, museum records management, and experience using collections management software are required. The ideal candidate will also have a strong record of exceptional customer service, teamwork, and community engagement.

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.