

EMERGING HISTORIAN OPPORTUNITIES JUNE 2024

Tour Development Lead (1 position) Digital Map Tour Development Lead (3 positions)

WHO WE ARE

Heritage Toronto builds a better city by bringing people together to explore Toronto's shared past and peoples' lived experiences. We deliver 80+ public programs annually including tours, plaques, digital programs and exhibitions, the Heritage Toronto Awards, the Emerging Historians program and, most recently, the Equity Heritage Initiative.

WHO YOU ARE

You are a builder who will thrive working in a dynamic role that combines strategic thinking and the grassroots reality of creating and executing programs in a community, partnership, and volunteer-driven sector. You are looking to play an integral role in the smooth functioning of a not-for-profit organization, collaborating with colleagues in every department. You are a proactive and optimistic problem-solver able to work in a dynamic environment where you are expected to deliver on multiple competing priorities.

ELIGIBILITY TO APPLY

The following positions are offered through the Emerging Historians program, which provides opportunities for current students, recent graduates, or emerging professionals in the first five years of building their careers in the non-profit heritage and cultural sectors. Successful candidates must fit into one (or more) of these categories at the time of hiring. You can learn more [about Heritage Toronto's Emerging Historians program here](#).

CURRENT OPPORTUNITIES

Exhibition Place Tour Development Lead (1 position)

Heritage Toronto is currently seeking an Emerging Historian to write and lead two 90-minute tours on the history and architecture of Exhibition Place. Tours to take place in September and/or October during the 2024 Tours season. The Emerging Historian will also be responsible for writing a digital article on the history of Exhibition Place that will be published on the Heritage Toronto website in late 2024 (format to be provided). Tour and digital story research and writing will be conducted remotely with regular Zoom check-ins with the Manager of Public Programs. In-person training for Heritage Toronto tours will be provided.

This position is project-based and pays a flat fee of \$2,150 for the completion of all project deliverables.

Start Date: July 2024

Estimated Completion: November 2024

Digital Map Tour Development Lead (3 positions)

Heritage Toronto is currently seeking an Emerging Historian to develop a digital map tour to be featured on the Heritage Toronto website. Topic to be provided by Heritage Toronto and will relate to Toronto's architectural, culinary, and/or cultural history. Research and tour development will be conducted remotely with regular Zoom check-ins with the Manager of Public Programs. Training on Heritage Toronto's digital mapping tools will be provided.

These positions are project-based and pay a flat fee of \$1,500 for the completion of all project deliverables.

Start Date: July 2024

Estimated Completion: November 2024

GENERAL QUALIFICATIONS

- Post-secondary degree/diploma in related field or equivalent work experience. Canadian or foreign educational qualifications accepted.
- A minimum of one year experience in public programming or journalism, with experience in tourism or historical interpretation an asset.
- Excellent oral and written communication skills.
- Proficiency in utilizing a variety of software and online applications, including Microsoft Office Suite and the Google Suite.
- An enthusiasm for the mission of Heritage Toronto.
- Familiarity with Toronto's heritage sector and an understanding of non-profit heritage and cultural organizations an asset.

EQUITY, DIVERSITY, INCLUSION AND ACCOMMODATION

Heritage Toronto is committed to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Heritage Toronto is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities act (AODA). If contacted for an employment opportunity, please let us know if you require accommodation at any stage of the recruitment process.

Don't meet every single requirement in this posting? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. If you are excited about this role but your experience does not align perfectly with every qualification or requirement, we encourage you to apply anyway. You may be just the right candidate.

JOIN US:

- Fill out the application form, including a resume and writing sample, on the Heritage Toronto website through the [Career Opportunities](#) page.
- Deadline to Apply: **Friday, June 28 by 11:59 PM EST**
- Any questions or requests for accommodation should be directed to:
laura.carlson@toronto.ca
(416) 606-3934
- We thank all applicants for their interest, however, only those invited to be interviewed will be contacted.