

## **PLAQUE DATA COORDINATOR ONE-MONTH CONTRACT POSITION**

### **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.

Our plaques explore Toronto's rich and diverse history, commemorating important people and events, telling the stories of our heritage buildings and spaces, and surfacing under-represented and equity-deserving stories through colour-rich, engaging panels that include historical imagery.

Although our plaques are powerful public education tools, they are physical objects that currently have no digital presence. Since 2018, Heritage Toronto has been digitizing its collection. We are seeking someone with experience entering and validating databases to ensure the data is complete, accurate, and fully up to date. This database will eventually become part of a plaque map to be developed and launched later.

### **WHO YOU ARE**

You are building your career and passionate about a diverse and inclusive arts and culture sector in Toronto. You 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 possess demonstrated skills and have experience in research, stakeholder communications and engagement, and project coordination.

### **YOUR JOB**

- Review existing plaque data in our Digital Asset Management system, ResourceSpace, and identify gaps, or inaccuracies, or inconsistencies. Ensure location data for all plaques (street address, latitude and longitude) is complete, accurate, and consistent.
- In consultation with the Manager of Plaques, revise or expand the existing plaque data to include new fields and correct issues, as necessary.
- Upload roughly 750 existing plaque context photographs into ResourceSpace; Write, review, and edit descriptions of these born-digital records according to Heritage Toronto standards.
- Prepare and batch replace roughly 750 existing plaque records with new photographs.

### **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.

### **YOUR SKILLS AND QUALIFICATIONS**

- Experience working with Collections Management Systems such as PastPerfect, MINISIS, ResourceSpace, etc.
- Knowledge of ArcGIS and other industry-standard spatial analysis and map tools
- Alt text, caption writing, with a view to accessibility
- File formatting
- Collections Management Policies
- An appreciation of Heritage Toronto's plaques program
- An enthusiasm for the mission of Heritage Toronto

## **YOUR JOB**

The Plaques Data Entry and Validation position is a full-time, one-month contract working remotely via Slack, Zoom, and other remote work tools. Occasional in-person attendance may be required, as necessary. You will work standard business hours (9:00am-5:00pm), Monday to Friday, 35 hours a week, 140 hours total.

The pay for this one-month position is \$32/hour.

Installments will be paid monthly following the submission of a time tracker with logged hours.

Start Date: June 2025

## **JOIN US!**

- To apply, please visit our website at [heritagetoronto.org](https://heritagetoronto.org).
- Deadline to Apply: Friday, May 23, at 11:59 p.m.
- Any questions or requests for accommodation should be directed to: Chris Bateman, Plaques Manager, [chris.bateman@toronto.ca](mailto:chris.bateman@toronto.ca)
- We thank all applicants for their interest, however, only those invited to be interviewed will be contacted.

**[APPLY NOW](#)**