

PLAQUES COORDINATOR (FULL-TIME PERMANENT POSITION)

WHO WE ARE

Help build a better city by bringing people together to explore Toronto's shared past and peoples' lived experiences. At Heritage Toronto, we believe that people understand the world through the stories they tell. These diverse stories shape our city's heritage, which we share through engaging public programs, from tours to plaques, from the Heritage Toronto Awards to digital exhibits. Join us in our work to ensure that this heritage plays an essential role in creating a livable and compassionate city, where every resident feels not only reflected, but also has a strong voice in determining its future.

WHO YOU ARE

You are an organized storyteller who thrives working on a dynamic and diverse portfolio. You will be part of a small team integral to Heritage Toronto's programming. You will embrace a role which offers a mix of research, writing, program and project administration, and the reality of executing programs in a not-for-profit, partnership, and volunteer-driven sector.

You also have experience developing greater public engagement through innovative thinking that embraces new approaches and digital practices.

Like us, you strive in your work to achieve a more diverse, inclusive, and equitable city that [reflects the City of Toronto's vision statement](#). Heritage Toronto is committed to creating a workplace culture of inclusiveness and building a diverse team. We invite all interested individuals to apply and encourage applications by people from equity-deserving communities.

Heritage Toronto will provide 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.

YOUR OPPORTUNITY

The Plaques Coordinator is responsible for supporting the running of the Plaques program. This involves working with Heritage Toronto staff; the public; community and project stakeholders; and historians and archivists.

YOUR RESPONSIBILITIES

- Supports the Manager, Plaques, the Heritage Toronto Programs Committee, and its Board of Directors
- Completes detailed historical research for plaque projects
- Writes and edits succinct, engaging, well-researched plaque texts
- Supports the administration of the plaques program by encouraging new plaque applications, coordinating plaque installations, assisting with the planning and execution of plaque events, and guiding projects under the supervision of the Manager, Plaques
- Coordinates all aspects of the Century House plaque program
- Provides reports and presentations to the Programs Committee and external stakeholders, as required
- Maintains relevant databases, including our Digital Asset Management system (ResourceSpace)
- Represents Heritage Toronto to funders, community organizations, and members of the public
- Coordinates public plaque events

YOUR QUALIFICATIONS

- Undergraduate degree in a relevant discipline (e.g. History, Journalism, Canadian Studies); graduate studies are an asset
- Minimum one year of experience researching and writing for the general public, with an exceptional ability to condense an abundance of information into succinct and engaging texts
- Excellent research skills, with great attention to nuance and detail
- Excellent knowledge of Toronto and Canada-related archives and historical collections
- Excellent interpersonal and communication skills, including an ability to establish productive working relationships with staff, community stakeholders, and the public
- Highly organized and flexible; able to work independently and with a team on several projects simultaneously, in-person and remotely in a hybrid work environment
- Familiarity with Toronto's heritage sector, municipal government, and an understanding of non-profit heritage and cultural organizations a significant asset
- Proficiency in using a variety of software packages, including Microsoft Office, Adobe Illustrator and Photoshop; and WordPress are an asset
- Proficiency in social media platforms related to engagement and storytelling
- Ability to work flexible hours, including evenings or weekends as required
- An enthusiasm for the mission of Heritage Toronto

YOUR JOB

The Plaques Coordinator is a permanent, full-time (35 hours/week) position.

You will work standard business hours, with occasional evenings and weekends required to support Heritage Toronto meetings and events. Pending COVID-related public health guidelines, you will be required to split your time between Heritage Toronto's office (Historic St. Lawrence Hall, 157 King Street East) and work-from-home (laptop and home office equipment provided).

In return for your skills and dedication, we offer an attractive compensation package that includes, but is not limited to:

- matching pension plan
- 3-weeks paid vacation
- health, dental and life insurance benefits
- additional \$4,500/year health spending account

Start Date: May 1, 2023

Please note that Heritage Toronto has a mandatory vaccination policy requiring that all staff must be fully vaccinated against COVID-19. All employees will need to attest to their vaccination status through a secure online form or provide proof of an applicable exemption under human rights law as a condition of employment.

JOIN US!

- To apply, please visit our website at heritagetoronto.org.
- Deadline to Apply: Monday, April 10, at 11:59 p.m.
- Any questions or requests for accommodation should be directed to:
Heather Kingdon, Operations Coordinator
info@heritagetoronto.org, (416) 338-1338
- We thank all applicants for their interest, however, only those invited to be interviewed will be contacted.