



Job Title: Education and Outreach Coordinator

Location:

Thunder Bay Museum

425 Donald Street E.

Thunder Bay, ON P7E 5V1

Tel: (807) 623-0801 Fax: (807) 622-6880

Email: info@thunderbaymuseum.com

Web: www.thunderbaymuseum.com

Duration: Contract, 35 hours per week, October 2025 to March 2027

Salary: \$45,000, plus benefits

The Thunder Bay Museum seeks an Education and Outreach Coordinator responsible for developing and implementing educational and extension programs. This position is to fill in for a permanent employee on pregnancy and parental leave.

PRIMARY JOB DUTIES:

The Education and Outreach Coordinator, who reports to the Executive Director, is responsible for the overall development and implementation of educational and extension programs at the Thunder Bay Historical Museum Society. This involves creating and delivering a continuous series of educational activities for children and adults. These activities include, but are not limited to, school and group visits, adult classes, docent programs, lectures, outreach initiatives in schools and the wider community, as well as producing audio-visual materials and kits. The Coordinator also provides educational activities outside the Museum and is expected to supervise staff and volunteers to some extent.

PRIMARY QUALIFICATIONS:

1. Be a graduate of a Post-Secondary degree program. Bachelor of Education, Early Childhood Education, or relevant teaching experience;
2. Strong classroom management skills;
3. Demonstrate first-rate teaching capability and excellence in public speaking and interpersonal skills;
4. Have proven planning and organization skills;
5. Experience creating a variety of programs for differing age groups, cognitive abilities, and life experiences;
6. Proficient or expert in office productivity software;
7. Have experience working with and motivating volunteers;
8. Excellent verbal and written communication skills, strong organizational skills, project management skills, a strong team player, and demonstrated ability to work in cross-cultural relationships;
9. Be able to manage multiple projects at one time;
10. Ontario Class G Driver's License.

CONSIDERED ASSETS:

1. Familiar with the Ontario Elementary and Secondary School Curricula;
2. Certificate, degree, or diploma in Museum Studies or equivalent;
3. Fluency in French;
4. Knowledge of Anishinaabe culture and history;
5. Ability to speak or read Anishinaabemowin;
6. Experience working with BIPOC and 2SLGBTQIA+ communities in a museum context;
7. Experience with volunteer management software;
8. Demonstrated knowledge of Northwestern Ontario history.

CONDITIONS OF EMPLOYMENT:

1. Must be able to work evenings and weekends as workload demands;
2. May be required to travel to various work locations and provide own transportation;
3. Must sign a confidentiality agreement.

WORKING CONDITIONS:

1. Physical Demands: This position involves physical exertion produced by the incumbent in carrying out the responsibilities beyond a standard office environment. The position requires the occasional ability to lift 22 kg above one's head, crawl, crouch, climb, lift, carry, and perform manual labour-related tasks. It also involves extended time sitting, walking, and standing.
2. Environmental Conditions: This includes work environment conditions that can negatively affect the incumbent. Areas of the job location are potentially dirty (including but not limited to allergens, irritants, toxins, and animal waste), loud noises, and temperature extremes from -40° C to 35° C. The incumbent may be required to wear personal protective equipment (PPE) to mitigate these risks.
3. Sensory Demands: Sensory demands are intense; incumbents will be required to use touch, smell, sight, and hearing to perform their duties regularly.
4. Mental Demands: Mental demands indicate psychological impacts that are an unavoidable part of the job and place increased mental demands on the incumbent.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted must not include references to any of the above characteristics.

Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The Thunder Bay Museum will request the above documentation should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

APPLICATIONS:

Resume with cover letter emailed to:
Mr. Scott Bradley, Executive Director
Thunder Bay Museum
425 Donald St. E.
Thunder Bay, ON P7E 5V1
director@thunderbaymuseum.com

DEADLINE: 12 September 2025

The Thunder Bay Museum is an equal opportunity employer and encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, and women. All qualified candidates are encouraged to apply; however, priority will be given to Canadian citizens and permanent residents. This is in accordance with Canadian immigration requirements. We appreciate your interest; however, only those selected for an interview will be notified.

About the Thunder Bay Museum:

The Society was founded in 1908 as a historical society, and a museum was added in 1942, with subsequent expansions. Though much of its funding comes from the City of Thunder Bay, the Society is an independent, not-for-profit organization that now operates a museum, archives, and historical society in a designated heritage building that has been restored, retrofitted, and leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent staff, contract staff, and dozens of volunteers. It also has a capital budget that varies depending on its needs. Staff include an executive director, curator/archivist, chief operations officer, exhibit curator, education and outreach officer, front desk receptionist/gift shop manager, and a bookkeeper.