



Job Title: Special Events 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: Casual Contract, Part Time

Wage: \$25.00 per Hour

The Thunder Bay Museum is seeking a Special Events Coordinator to join our team for a casual contract. In this role, you will use your expert communication skills and keen initiative to create and manage unique fundraising event opportunities developing relationships with potential donors and sponsors. By coordinating events, writing proposals, and recruiting and leading volunteers, you will hone your speaking, writing, and leadership abilities while moving the Thunder Bay Museum closer to its financial goals.

The ideal candidate will be motivated, professional, organized, and have an aptitude for planning. We are seeking someone who believes in The Thunder Bay Historical Museum Society's mission and will demonstrate exceptional drive to further our existing fundraising efforts and help strategize and deliver new ones.

PRIMARY JOB DUTIES:

1. Organize fundraising and member events while overseeing teams of volunteers
2. Manage charitable gaming activities and licenses from the City of Thunder Bay and the Province of Ontario
3. Manage events budgets and track whether goals are being met
4. Effectively convey the organization's mission, vision, and programs to potential sponsors and donors

PRIMARY QUALIFICATIONS:

1. Bachelor's degree in communications, business, public relations, or a related field, or equivalent experience
2. Certificate in Fundraising, Diploma in Fundraising, relevant experience, or similar qualification
3. Experience writing press releases, advertising copy, and/or fundraising letters
4. Familiarity with donor and contact management software
5. 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;
6. Ontario Class G Drivers License.

CONSIDERED ASSETS:

1. CFRE Certification or a equivalent training;
2. Confidence with public speaking;
3. Legal or accounting experience;
4. Knowledge of Indigenous culture and history;
5. Ability to speak or read Anishinaabemowin;
6. Ability to speak or read French;
7. Experience with volunteer management software;
8. Demonstrated knowledge of the Thunder Bay Museum;
9. Demonstrated knowledge of Northwestern Ontario history.

CONDITIONS OF EMPLOYMENT:

1. Must have a clear certified criminal record check;
2. Must be able to work evenings and weekends as workload demands;
3. Will be required to travel to various work locations and provide own transportation;
4. 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 affect the incumbent negatively. 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 PPE (personal protective equipment) to mitigate these risks.
3. Sensory Demands: Sensory demands are intense; incumbents must 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 covering letter emailed or mailed to:

Mr. Scott Bradley, Executive Director

Thunder Bay Museum

425 Donald St. E.

Thunder Bay, ON P7E 5V1

director@thunderbaymuseum.com

DEADLINE: Until Filled

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, Canadian citizens and permanent residents will be given priority. 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 and expanded several times since. 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 it has restored and retrofitted and leased from the municipality. The Society has an annual operating budget of approximately \$800,000 and employs eight permanent 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.