

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

## HYBRID MUSEUM SERVICES MANAGER Temporary Full Time (12-month contract)

**Job ID:** C01-26

**Location:** Hybrid – Remote and 936029 Airport Rd, Mulmur, ON

**Job Type:** Temporary Full-Time (Non-Union)

**Deadline to Apply:** 4:30 p.m. on April 23, 2026

**Vacancy Type:** Current Opening

Reporting to the Director of Development and Tourism, the Museum Services Manager manages all operations of the Museum of Dufferin (MoD). The Museum Services Manager directs collections, archives, programming, events, marketing, and engagement to deliver high quality visitor experiences and to achieve the objectives outlined by the Museum of Dufferin Strategic Plan. The position is responsible to manage all resources to; continually grow visitation, improve financial sustainability, and ensure projects are executed effectively and efficiently. This position is also responsible for all financial and reporting duties.

### What we can offer YOU!

- A competitive hourly wage ranging between \$63.88 – \$74.72 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

### What you'll do

- Build relationships with Dufferin County heritage, arts, and cultural groups, conceptualize and create opportunities for collaboration and partnerships in the form of events, exhibitions, and programs at the MoD
- Work and partner with stakeholders and leaders in the municipal, heritage, arts, and culture sectors to identify and implement collaborative projects, programming, community outreach, and marketing initiatives relevant to the MoD strategic goals
- Utilize social media, website, Join in Dufferin, email lists, and meetings to obtain public feedback on operations, programming, projects and new initiatives
- Represent the County at MoD events, community meetings, and Provincial and Regional organizations
- Respond to community outreach and concerns, or delegate to appropriate staff members
- Engage and collaborate other divisions and departments within the corporation
- Foster a workplace culture that maintains the highest standards of excellence, equality, creativity, collaboration, inclusiveness, and fiscal, operational, and organizational integrity for staff and volunteers
- Develop, in consultation with MoD staff and stakeholders an annual workplan
- Maintain effective staff/volunteer training, career development, appraisal, organization, and work arrangements & conditions
- Provide general management and oversight of the Museum of Dufferin (MoD) staff
- In collaboration with staff, monitor the efficiency and effectiveness of Museum policies
- Lead conversations with internal partners, such as Facilities and Treasury, to maintain optimal operations of the MoD
- Lead project planning initiatives for the MoD team, aligning efforts with broader Dufferin County

organizational goals

- Guide in collaboration with the Director, and implement MoD strategic plans
- Provide financial administration and management, in collaboration with Treasury and the Director
- Develop the annual MoD operating budgets for the Director's approval
- Identify funding opportunities and submit funding applications to different funding sources
- Prepare and present reports, including an annual report on the Museum of Dufferin
- Develop and execute fundraising initiatives (including giving and donations) improve the financial sustainability of the MoD
- Develop a yearly work plan to develop and execute fundraising strategies and develop events
- Other duties as assigned

### **What you'll bring**

- A post-secondary degree in museum, tourism, hospitality, recreation, leisure studies, or community economic development
- 5 years' experience in museum, arts, heritage, or culture sector
- 3 to 5 years' experience in a progressive managerial role within the public sector or equivalent
- Experience in Project Management
- Advanced skills in Microsoft Word, Excel and Outlook
- Excellent customer service and hospitality skills
- Ability to engage with the public and stakeholders
- Ability to work independently and within a team setting
- Superb written, oral and visual presentation skills
- Active listening skills
- Creative and strategic thinker
- A high level of professionalism
- A valid "G" Driver's License and access to a reliable vehicle, as travel will be required

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

### **Ready to apply?**

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: [hr@dufferincounty.ca](mailto:hr@dufferincounty.ca)

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and





- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by April 30, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

DISCOVER YOUR CAREER WITH US

