



Renfrew
Bridging Charm and Convenience

SUMMER EMPLOYMENT OPPORTUNITY

#26.14 – Museum Program Coordinator (1 position)

McDougall Mill Museum

Description:

The Town of Renfrew invites applications for the position of Museum Program Coordinator for the McDougall Mill Museum. The Museum Program Coordinator will develop, coordinate, and deliver the *Saturdays at the Mill* programming schedule, with a focus on creating engaging public programs, training staff in program delivery, and supporting day-to-day museum operations. Program development involves historical research, creative planning, technical writing, photography, data entry using Catalogit, and hands-on work with museum materials.

The Museum Program Coordinator will be expected to collaborate with other local heritage organizations when needed to gather relevant information or seek guidance on program content. From time to time, the Museum Program Coordinator will liaise with the public, where they will be expected to promote the programs they are developing and delivering. They may also assist with other museum duties as required, such as events, visitor orientation, or exhibit cleaning. The availability of this position is subject to funding approval by Town Council.

Qualifications:

- Secondary School Student
- Ability to communicate with coworkers and the general public verbally and in writing
- Able to be a team player as well as work independently
- Must be able to lift and carry artifacts up to 20 kg (approx. 44 lbs)
- Ability to undertake self-directed learning
- Knowledge of Canadian, and Renfrew history is an asset
- Database data entry experience is an asset

Rate of Pay/Hours of Work/Location:

- \$19.00 per hour (under review)
- 35 hours/week (schedule varies – 10:00 a.m. – 5:00 p.m.)
- The employment term for this position will be 14 weeks from June to September
- Location: McDougall Mill Museum – 65 Arthur Avenue, Renfrew ON

*Qualified applicants are invited to submit their resume, stating:
"Town of Renfrew - #26.14 Museum Program Coordinator"
by 4:00 p.m., Friday February 13th, 2026, to:*

Town of Renfrew, Attn: Compensation/HR Specialist
127 Raglan Street South, Renfrew, ON K7V 1P8
EMAIL: hr@renfrew.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.