



Programming and Outreach Coordinator

Reporting to the Curator/Manager, the Programming and Outreach Coordinator will research, design, deliver, and evaluate educational and public programs that engage diverse audiences with the Aurora Historical Society’s collections, exhibitions, and mission. This role includes developing and coordinating youth and adult learning opportunities at Hillary House National Historic Site as well as at offsite locations. Programs may include workshops, camps, tours, events, and other outreach initiatives.

About the Aurora Historical Society

The mission of the AHS is to *preserve, interpret, and promote the social, cultural, and material heritage of the community of Aurora for the education, enrichment, and enjoyment of present and future generations.*

The AHS is governed by a volunteer Board of Directors and is an incorporated non-profit organization.

Key Duties & Responsibilities with Time Allocation

40%	Program Planning, Development & Research	<ul style="list-style-type: none"> • Research and design engaging educational and public programs, workshops, lectures, and tours that reflects the diverse and evolving demographic of the Aurora area. • Develop accurate, age-appropriate, and culturally sensitive content that aligns with the Society's mission, exhibition content, relevant educational standards, and Ontario curriculum. • Design learning objectives and create program outlines, activity plans, and educational materials, as necessary (e.g., worksheets, guides). • Conduct needs assessments and utilize visitor feedback to inform program development. • Manage program budgets, track expenses and revenues, and purchase necessary supplies within budget allocations, under direction of Curator/Manager.
30%	Program Implementation & Delivery	<ul style="list-style-type: none"> • Deliver on-site and off-site programs, tours, workshops, and special events for various groups. • Conduct interpretive tours of Hillary House, ensuring tour program is synchronized with alternating exhibit schedule. • Set up and clean up program locations, ensuring necessary equipment is available. • Coordinate program logistics, including scheduling dates/times, booking internal spaces, and arranging necessary supplies and equipment. • Troubleshoot issues on the fly during program execution.
5%	Outreach & Partnerships	<ul style="list-style-type: none"> • Develop and maintain relationships with community groups, educational partners, and other organizations to expand program reach and co-develop initiatives. • Represent the AHS at community events and occasionally conduct media interviews. • Assist with the planning and execution of Town-wide public program and outreach events (e.g. Home Show, Street Festival, Doors Open, Culture Days, etc.)



5%	Staff & Volunteer Coordination	<ul style="list-style-type: none"> Recruit, train, coordinate, and supervise volunteers and staff involved in program delivery. Provide ongoing support and feedback to outreach program facilitators.
20%	Marketing, Reporting & Administration	<ul style="list-style-type: none"> Develop promotional material and disseminate information through the AHS website, social media, online resources, newsletter(s), and local media channels. Manage registration and ticketing procedures and handle participant communications. Answer inquiries to provide information about Hillary House and programming opportunities Collect program data and feedback (e.g., surveys, attendance tracking) to evaluate effectiveness and impact of programs. Prepare reports summarizing outcomes, challenges, and recommendations for future programs. Maintain accurate program records and documentation. Assist with donor management initiatives including recruitment, recognition, and retention. Other duties as required.

Experience and Qualifications

- Post-secondary degree or diploma in Museum Studies, Education, History, or related field.
- Experience in program development, coordination, and delivery within a museum or educational setting.
- Ability to work independently and collaboratively in a team environment, with a high degree of computer literacy (Social Media, Microsoft Office Suite).
- Strong organizational, interpersonal, and communication skills.
- Must have excellent time management skills, the ability to multitask, and manage competing priorities.
- Experience working with volunteers, interns, and contract staff is an asset.
- Knowledge of Ontario elementary and secondary school curriculum and experience developing programming/ lessons for classroom scenarios is an asset.
- Experience in graphic design and marketing is an asset.
- Experience managing budgets is an asset.
- An interest in history and heritage preservation is an asset.
- Ability to climb stairs.
- Ability to lift up to 25lbs.
- Valid Class G driver's license and access to a vehicle may be required for off-site programming.

Job Type & Salary

1 year contract – with the possibility of extension.

\$23.50/hour + 4% vacation pay

Part-time: 21 hours per week (including some weekends and evenings as required)

How to Apply:

Please apply with a cover letter and resume in one PDF to Kathleen Vahey, Curator/Manager at curator@aurorahs.com with the subject line “Programming and Outreach Coordinator Application”. Applications will be accepted until February 6, 2026. We thank all those who apply; however, only those candidates selected for an interview will be contacted.