



Posting ID: 21-11

Heritage Coordinator

Permanent, Full-time - 35 hours/week

\$60,824.00 - \$76,076.00/ annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, and Respect guide our conduct and contribute to a healthy culture. If you are self-motivated and would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you. We are currently recruiting for a permanent, full-time Heritage Coordinator.

Reporting to the Manager, Cultural Development, this position would work closely with historic sites and community resource groups in and around the City of Leduc to ensure the sustainability and collaborative stewardship of Leduc's heritage resources; as well as partner with Leduc Public Library and other City departments in actively managing and curating Leduc's recorded, material, natural, and built heritage resources. Responsibilities include appraising, arranging, storing, and providing proper access to information within the archives and collections to residents, researchers and interested parties; providing the necessary expertise for the City to develop, monitor and manage its archival and heritage policies in order to properly care for each collection; facilitating partnerships between local and regional municipal and NFP stakeholders to build capacity in Leduc's heritage sector.

The successful candidate will have a Master's degree in a discipline pertinent to the job function (ie: Museum Studies, Library & Information Science, Archives & Records Management, Culture Resource Management), or an equivalent combination of education and relevant experience in the field. Familiarity with local history, knowledge of Leduc Public Library Collections, Historic Leduc Materials Collection, Provincial Archives of Alberta are considered assets. Government experience would be beneficial. The successful candidate will also provide a current cleared Criminal Record Check as part of the hiring process.

If this sounds like you, we want to hear from you! To apply, please visit our website at:

www.leduc.ca/jobs

Competition closes at 12:00 noon (MT) on March 18, 2021. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.