



TEMPORARY PROGRAM CO-ORDINATOR
(COMPETITION NO.: ADM-2026-03)
(approximately mid-October 2026 – January 2028)



Posting Date:	September 21, 2026	Closing Date:	October 2, 2026
Department:	Museum	Hours per Week:	35 hours
Benefits Entitlement:	No	Existing Position:	Yes
Pension Entitlement:	Yes – Employer Matched Contributions	NOC:	11202
Salary Level 104:	\$75,211 - \$94,014 (2026)	Union:	Non-Union

Interviews are tentatively scheduled for October 13, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

Under the supervision of the Director/Curator, the Program Co-ordinator will develop, implement, and promote educational and public programs for Timmins residents and visitors.

Duties

- Research, co-ordinate, develop and promote bilingual educational programming activities for art, history and science exhibits and themes for elementary, secondary and post-secondary students
- Research, co-ordinate, develop and/or facilitate public programs for adults which may include but not be limited to lectures, workshops, study tours, openings/receptions, demonstrations, concerts, film series and other special events
- Research, co-ordinate, develop and/or facilitate public programs for children which may include workshops, day camps, PD Day activities and other special events
- Perform updates on museum website to reflect ongoing programming
- Design advertisement to promote programs and events
- Perform other duties as assigned

Qualifications

- University Bachelors Degree in education, social sciences, the arts, museology, history or communications or education and experience acceptable to the Employer
- Previous museum experience an asset
- Previous experience in the development of programs and activities an asset
- Excellent interpersonal, writing and public speaking skills
- Excellent knowledge of Microsoft Office
- Experience using programs like Canva or similar
- Sound knowledge of local history and visual arts community
- Fluency (written and spoken) in English and French mandatory
- Current and clear Criminal Background Check with Vulnerable Sector Screening mandatory

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **October 2, 2026**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

www.timmins.ca
www.movetotimmins.ca
[\(705\) 264-1331](tel:7052641331)