

Position: Curatorial Assistant

Employer: Callander Bay Heritage Museum & Alex Dufresne Gallery (Municipality of Callander)

- Primary duties will include assisting the museum curator in the daily running of the museum including leading tours, conducting research, working with the collection and exhibits, and providing support during events. Secondary duties will include assisting with the Artefact Re-Organization and Inventory Project which will involve the candidate assessing various artefacts in the museum collection.
- Knowledge of local history and a passion for education, heritage, and culture is considered an asset.
- Must be enrolled in a related post-secondary field (museum, arts, culture or tourism studies, education, event planning or management, and/or business.)
- Basic computer skills and an ability to use the Internet and Microsoft Office is required, additional graphic design skills are an asset. Outgoing, with strong communication, interpersonal and organizational skills with an ability to be creative, solve problems, and work independently and as part of a team is essential

Hours of Work: Tuesday to Saturday 9:30 to 5:00

General Requirements

Applicants must be registered in the YCW on-line candidate inventory at www.youngcanadaworks.ca. Applicants must also have been a full-time student in the semester preceding and intend to return to full time studies in September 2019.

Preference will be given to those who have a background or experience in the required areas. Remuneration will be based on suitability, qualifications, and experience.

Duration of position will range from 12 to 16 weeks (April through August) with employment commencing April 30th.

Interested persons are invited to forward a resume and covering letter by 4:30 p.m. Monday, April 15th, 2019 by e-mail to humanresources@callander.ca with the subject line "Attention: Museum Summer Job" or by mail to:

Attention: Museum Summer Job

Human Resources Department

The Corporation of the Municipality of Callander

PO Box 100, 280 Main Street North

Callander, ON P0H 1H0

Please indicate the desired position on your cover letter. While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of Callander is dedicated to maintaining a fair and equitable work environment and welcomes submissions from all qualified applicants. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information submitted will be used for the purpose of determining suitability for this position only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.